OFFICE OF THE STATE CONTROLLER

CENTRAL PAYROLL

ON-LINE KEYING MANUAL

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INTRODUCTION

Payroll processing is divided into four major categories to facilitate a reasonable production flow in the system. The four categories referred to are the two “C&R Cycles”, the “Mid-Month Cycle”, the “Monthly Cycle” and the “Telephone Stop-Order Cycle.” The database and payroll system are open for data entry for specific days during the month. Please check your payroll time-schedule, which is available on our website, for these dates. At the end of the data entry period, the files are closed for all keying to allow the payroll update processing. When the payroll processing is completed the files are once again opened to allow data to be entered for the next scheduled cycles.

Payroll processing generates a payroll register for each agency and for each cycle. The register lists in detail, for each employee paid, the gross pay, the distribution of withholding, net pay, the check number or notice of deposit sequence number. Agency matching amounts for social security and each retirement type are summarized and are listed for each budgetary code, company, account and center. The matching amounts and gross pay totals are added to provide the total payroll cost for the agency.

Please find listed below the method used by our payroll section to sign on to IMS.

```
********************************************************************************
*  IS CONNECTED TO THE NORTH CAROLINA STATE NETWORK --                         *
*                                                                              *
*                                                                              *
*                   -- HELP:  (919) 981-5197  /  1-800-722-3946 --             *
*                                                                              *
*    UNAUTHORIZED OR PERSONAL USE OF COMPUTER INFORMATION AND/OR EQUIPMENT     *
*                     IS A VIOLATION OF STATE AND FEDERAL LAWS.                *
*                                                                              *
*                                                                              *
* APPLICATION:                                                                 *
*                                                                              *
********************************************************************************
```

1.	Key “IMS” and press enter. The following IMS sign on screen will be displayed.
	
	`********************************************************************************`
	`*   /SIGN COMMAND REQUIRED FOR IMS IMST                                         *`
	`*                                                                              *`
	`* DATE:  XX/XX/XX       TIME  XX:XX:XX                                        *`
	`*                                                                              *`
	`* NODE NAME:  XXXXX                                                          *`
	`*                                                                              *`
	`* USERID: _______                                                            *`
	`*                                                                              *`
	`* PASSWORD:  _______                                                          *`
	`*                                                                              *`
	`* USER DESCRIPTION:                                                           *`
	`* GROUP NAME:                                                                *`
	`* NEW PASSWORD: _______                                                       *`
	`*                                                                              *`
	`* OUTPUT SECURITY AVAILABLE                                                   *`
	`********************************************************************************`

2.	After keying the user ID and Password hit enter. The screen below will be displayed.
	Note: If the method used by your agency is different from that shown above, use the method suggested for your system to obtain this screen.
	
	`********************************************************************************`
	`*SESSION READY FOR INPUT                                                          *`
	`*                                                                              *`
	`*                                                                              *`
	`********************************************************************************`

3.	You are now able to log into the on-line payroll system by entering the following information:
	
	PXDPR and press the spacebar one time and then press the enter key.
	
	The announcement screen will appear.
	
	`**********************************************************************************`
	`* IMS  XX/XX/XXXX  01 OSC CENTRAL PAYROLL - ANNOUNCEMENTS                          *`
	`*                                                                                *`
	`*                                                                                *`
	`*                                                                                *`
	`* FREQUENTLY MONITOR THE OSC WEBSITE FOR ANY CENTRAL PAYROLL UPDATES/CHANGES    *`
	`*                                                                                *`
	`**********************************************************************************`

4.	Read any payroll system messages posted.

5.	Press the enter key to continue. The Main Menu screen will be displayed.
	
	`**********************************************************************************`
	`*IMS   XX/XX/XXXX 00  OSC CENTRAL PAYROLL - SYSTEM MAIN MENU                      *`
	`* ACCESS CODE>> _______     SCREEN SELECTION NUMBERS          REQUIRED KEYS     *`
	`*                        00 -ANNOUNCEMENTS                 (ENTER BELOW)     *`
	`*  SELECTION NO>> __       01- TRANSMITTAL MASTER UPDATE      A B C D G         *`
	`*                        02- TRANSMITTAL TOTAL DISPLAY      B C D E           *`
	`*  PMIS SWITCH OPTIONS    03- COMPLETE EMPLOYEE MASTER       A                 *`
	`*  PF1- FORM BY UNIT B    04- EMP MASTER NAME SEARCH         I (OPTIONAL B J K)*`
	`*  PF2- FORM BY SSN  A    05  CHANGE EMPLOYEE ADDRESS        A                 *`
	`*  PF3- EMP HISTORY  A    06- EMPLOYEE AUTO DEPOSIT DATA     B                 *`
	`*  PF4- LAST FORM         07- CHANGE EMPLOYEE SS NO          A                 *`
	`* FORM APPROVAL OPTIONS   08- EMPLOYEE YTD DISPLAY           A                 *`
	`*  PF5- LAST FORM         09- BATCH TOTALS                   B C D G           *`
	`*  PF6- ALL FORMS         10- SPECIAL FUNCTION MENU          (NO KEYS REQUIRED)*`
	`*                        11- MASTER CONTROL FILE MENU       (NO KEYS REQUIRED)*`
	`* ENTER KEYS BELOW        12- BONDS                          A                 *`
	`*                        13- WEIGHTED PREMIUM PAYROLL MENU  (NO KEYS REQUIRED)*`
	`* FUNCTION CODE>>__    (A-ADD, C-CHANGE, D-DELETE, I-INQUIRY)                  *`
	`* A- SOC SEC NO>> ___ __ ____  B- UNIT CODE >>  ___  C- CYCLE CODE>>  __        *`
	`* D- P/R NUMBER>>  ___          E- TRSMTL PAGE>> _____                          *`
	`* G- BATCH NUM>>   ___          NAME (MAY KEY PART OR ALL)                      *`
	`* I- LAST>> ____________________ J- FIRST>> ____________________K- INITIAL>> __   *`
	`*:::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::::*`
	`**********************************************************************************`

6.	Select one of the options displayed on this screen.
7.	Enter your password and make selections based on the required keys. **Note:** During the process of keying, if you receive an “ABEND” message, please call Carol Stephenson at (919) 981-5542. **Note:** The message “TRAN/LTERM STOPPED”, usually means the Payroll System is unavailable.

THE CANCELLATION AND REWRITE CYCLES

There are two C&R cycles scheduled each month. The first C&R is on the first work day of the month and the second is the first work day following payday for mid-month payrolls. Be sure to verify these dates with your Time Schedule provided by the OSC.

On the C&R cycle, the payroll number of the original transaction is used for correcting the entry to maintain an audit trail. For special payrolls use payroll number "999". The payroll system will automatically assign a payroll number.

CANCELLATION AND DEDUCTIONS (H CYCLES)

CHECK CANCELLATION

Only one "H" cycle transaction per employee may be entered in each C&R cycle. If there is a bond on the check being cancelled, and the check is not being rewritten, the agency must secure a check from the employee for the amount of the bond before canceling the check. The bond amount must be sent to the OSC Payroll section. If there is a garnishment on the check to be cancelled and the check will not be rewritten, the agency should obtain a check from the employee. The check for the garnishment should not be forwarded to the OSC because the garnishment amount will be listed as a negative on the deduction reports and deducted before a check is written back to the agency for the months garnishments.

When keying C&R's, complete the following steps:

1.	Enter your password.
2.	Select option No> 10
3.	Press Enter. This will display the Special Function Menu. ********** *IMS XX/XX/XXXX 38 OSC CENTRAL PAYROLL - SPECIAL FUNCTION MENU * * * SCREEN SELECTION NUMBERS REQUIRED KEYS * * (ENTER BELOW) * *SELECTION NO>> __ 01- STUDENT P/R UPDATE A B C OR A C E * * 02- REWRITES + REFUNDS A C E F * * 03- CANCELLATIONS C G * * 04- Y-T-D PAY TYPE CORRECTIONS A E * * *ENTER REQUIRED KEYS * *A- UNIT CODE>> _____ B- PAGE NO>> _____ C- P/R NO>> ___ * *E- SOCIAL SECURITY NO>> ___ __ ____ F- CYCLE>> __ * *CK/DEP NO>> _____ * *:::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::::* **********
4.	At the Special Function Menu, enter "03" (for cancellations): Required Keys: C P/R Number G Check Number

5.	Enter. This will display the Check or Deposit Cancellation Screen.

```
*******************************************************************************
* IMS  XX/XX/XXXX 45 OSC CENTRAL PAYROLL - CHECK OR DEPOSIT CANCELLATION       *
*                                                                             *
*CHECK OR DEPOSIT NO>>  :::::::  CANCEL P/R NO>>  :::   PAGE NO ::::::-:::    *
*                                                                             *
* * * * * * * * * * CANCELLED CHECK OR DEPOSIT INFORMATION  * * * * * * *  * * *
*                                                                             *
*      SSN       FIRST NAME   INIT    LAST NAME          CHECK DATE     P/R NO *
*                                                                             *
*  ::: :: ::::   ::::::::::     :     ::::::::::::::    ::/::/::::       :::  *
*GROSS AMOUNT>  ::::::::::::           NET AMOUNT>  ::::::::::::              *
*                                                                             *
*BUD. CODE> :::::  CO.> ::::  ACCOUNT> ::::::::::::::::::  CENTER> ::::::::::::*
*                                                                             *
*    DEDN TOTAL                                                               *
*     :::::::::                                                               *
*                                                                             *
*PAYROLL END DATE> ___________                                                *
*KEY U-UPDATE, X-DISREGARD, D-DELETE CANCELLATION>>  __                       *
*                                                                             *
*NEXT CHECK OR DEPOSIT NO>>  _________       P/R NO>>  ____      UNIT>>  ___  *
*NEXT SCREEN CODE (R,A,T)>>  __              SSN>>  ___ __ ____               *
*                                                                             *
*:::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::::*
*******************************************************************************
```

Note: The information will appear on the screen. Verify the information on the screen to make sure the correct check will be cancelled.

6.	After the information has been verified, key either “U” for update, “X” to disregard or “D” to delete the cancellation.
7.	Enter the Payroll End Date. **Note:** Another check with the same payroll number can be entered at this time.
8.	Once all check have been cancelled, key in Next Screen Code “T” for total.
9.	Press enter. This will take you to the Total Display Screen. **Note:** Repeat the process for all checks with different payroll numbers. Only current year checks can be cancelled.

```
*******************************************************************************
*IMS XX/XX/XXXX 08 OSC CENTRAL PAYROLL - TRANSMITTAL TOTAL DISPLAY             *
*                                                                             *
*      UNIT    CYCLE   P/R    TRANSMITTAL     PAGE NUM         TOTALS        *
*      NUM     CODE    NUM       START         ENDING         VERIFIED       *
*                                                                             *
*      :::      :      :::       :::::          :::::           _            *
*                                                                             *
* ------------- 10 PAGE TOTAL------------   -------------KEY TOTAL-------------*
*     SALARY       MISC. DED.     COUNT       SALARY      MISC. DED.     COUNT *
*                                                                             *
*    ::::::::        ::::::        :::       ::::::::      ::::::         :::  *
*                                                                             *
*  NEXT SCREEN SELECTION        CODES                              CODES      *
*                                                                             *
*  VIEW CHANGES MADE             V         REWRITES/REFUNDS          R       *
*  TRANSMITTAL CHANGE            C         CANCELLATIONS             X       *
*  TRANSMITTAL TOTAL DISPLAY     T         STUDENT P/R               S       *
*  ADD COMPLETE MASTER           A         SPECIAL CYCLE ADDS        O       *
*                                                                             *
*KEY NEXT SCREEN SELECTION CODE>>  _       NEXT SS NUM>>  ___ __ ____        *
*                                                                             *
*KEY NEW UNIT>>  ___  CYCLE>>  _  P/R NUM>>  ___  PAGE>>  ______ BATCH NUM>> _ *
*    CHECK NO>>  _________                                                    *
*:::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::::*
*******************************************************************************
```

10.	Verification should be made to determine if the totals are correct for both the Gross Pay (Salary) and Miscellaneous Deduction.
11.	If the totals are correct, continue. **Note:** A "Y" entered under "Totals Verified" will keep anyone else from making changes to the same payroll items. This screen should be printed.
12.	If the totals are incorrect, to view changes from the Total Screen enter a "V" after KEY NEXT SCREEN SELECTION CODE>>.
13.	Enter the Unit Number, Cycle Code, Payroll Number,"99999" for Page Number, and the Batch Number.

14.	Press Enter.
	
	TRANSMITTAL CHANGES (VIEW SCREEN)
	`**********`
	`* IMS XX/XX/XXXX 02 OSC CENTRAL PAYROLL - TRANSMITTAL CHANGES (VIEW) *`
	`*UNIT> ::: CYCLE> : P/R NO> ::: *`
	`* *`
	`* DEDUCTION CURRENT ONE- TRANSM*`
	`*SOC SEC NO. LAST NAME CODE AMOUNT GROSS TIME PAGE *`
	`*::: :: :::: :::::::::::::::::::: ::: :::::: ::::::: : ::::::*`
	`*::: :: :::: :::::::::::::::::::: ::: :::::: ::::::: : ::::::*`
	`*::: :: :::: :::::::::::::::::::: ::: :::::: ::::::: : ::::::*`
	`*::: :: :::: :::::::::::::::::::: ::: :::::: ::::::: : ::::::*`
	`*::: :: :::: :::::::::::::::::::: ::: :::::: ::::::: : ::::::*`
	`*::: :: :::: :::::::::::::::::::: ::: :::::: ::::::: : ::::::*`
	`*::: :: :::: :::::::::::::::::::: ::: :::::: ::::::: : ::::::*`
	`*::: :: :::: :::::::::::::::::::: ::: :::::: ::::::: : ::::::*`
	`*NEXT UNIT> ___ CYCLE> _ P/R NO> ___ PAGE> _____ SOC SEC NO> ___ __ ____ *`
	`*NEXT SCREEN CODE (T,C,A,S)>> __ BATCH NO> ____ *`
	`*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*`
	`**********`
	The View Screen will list changes made to an employee.

15.	When you find the error, you must delete the transaction and go back and re-key the action again.
16.	Press Enter.
17.	Verify totals. **Note:** Make sure all totals are given to Central Payroll for the C&R Cycle. Our Fax number is (919) 981-5570

DEFERRED REFUNDS

Deductions can be refunded by your agency only if they were deferred. This includes:

- Perquisites – (codes 001-004)
- Deferred Parking – (codes 094 and 098)
- Supplemental Retirement (codes 225)
- Deferred Compensation (code 249)
- Health Insurance (code 400)

and the Flexable Spending Accounts which are:

- Dependent Care Benefits – (code 445)
- Health Care – (code 446)
- Dental Care – (code 448)
- Unum A&D – (code 449)
- Superior Vision – (code 450)
- Health Care Plus – (code 451).

These refunds are subject to the supplemental tax rates, if the employee is active on the master screen. The health insurance refunds are also subject to Social Security Taxes.

Verify on the employee's year-to-date screen that they have the funds available and that the amount used will not cause a negative balance in the year-to-date records. (This does not apply to the Health Insurance Refund).

1.	From the Special Function Menu, key Screen Selection Number "03" for Rewrites and Refunds. Required Keys A Unit Number C Payroll Number E Social Security Number F Cycle Code (H)
2.	Press Enter. This will bring up the Rewrite/PC Refunds/Adjustments screen. **Note:** A response must be entered for the D/S/N CODE. This code controls the GROSS FOR NC TAX. Normally the response would be "N". Under certain special situations concerning DISABILITY and SEVERANCE PAYMENTS, the "D" or "S" codes may need to be used.

```
*********************************************************************************
* IMS  XX/XX/XXXX 40 OSC CENTRAL PAYROLL - REWRITES/PC REFUNDS/ADJUSTMENTS      *
*                                                          PAGE> ::::: ::: *
*SOC-SEC-NO> ::: :: ::::   UNIT-NO> ::: CYCLE> :  P/R NO> ::: D/S/N CODE> _     *
*LNAME>  ::::::::::::::::  FIRST> :::::::::: MI> : POS-NO.> ::::: RET> : M> :*
*BUD-CD> ______ CO> ::::  ACCT> 53 ::::        CTR> ::::::::::::  HRS> ::::::  *
*GROSS-PAY PAY-TYPE  EXEMPT$ OASDI-GROSS RET-GROSS  HI-GROSS MQFE-GROSS     EIC*
* _________  __   ________   ________  ________  ________  _________          *
*  FED W-H  OASDI-WH   HI-WH   MQFE-WH   NC-WH    RETIRE    MISC-DED   NET-PAY *
* _______ ________ ______ _______ ______ ______ _______ _________             *
*SPLITS>  BUD-CD   CO.    ACCOUNT          CENTER          RT   AMOUNT PT      *
*         :::::   :::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*         :::::   :::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*         ::::::   ::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*         ::::::   ::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*         ::::::   ::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*         ::::::  :::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*MISC  CDE  AMOUNT    CDE  AMOUNT    CDE  AMOUNT    CDE  AMOUNT    CDE  AMOUNT *
*DED>  ___   _____     ___   _____     ___   _____     ___   _____     ___   _____  *
*       ___   _____     ___   _____     ___   _____     ___   _____     ___   _____  *
*                                                                               *
*TYPE:  G=GROSS PC, N=NET PC, T=TAX, R=RET, D=DEF DED, E=EXEMPT ADJ>            *
*PAYROLL END DATE> _________ U-UPDATE, X-DISREGARD> _  HOSP REF(P,T)> _ SIGN> _*
*NEXT SSN> ___ __ ____   NEXT SCREEN(T,A,X)> _   CHECK/DEPOSIT NO>  _________ *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::::*
*********************************************************************************
```

3.	Verify the information on the employee for correctness that appears on the screen. Enter the Deduction Code and Amount of refund under the **MISC CDE** and **AMOUNT** "D" for Deduction Refunds (The allowable codes are 001 – 004, 094, 098, 200, 225, 249, 445, 446, 448, 449, 450 and 451. "P" for Partial Refund, refunding the employees portion only ***(This is used for Health Insurance Refunds Only.)*** "T" for Total Refund, refunding the employees portion and deleting the State's portion on the health report. ***(This is used for Health Insurance Refunds Only.)*** Payroll End Date referring to month the overage occurred "U" to Update or "X" to Disregard. Either Enter another Social Security number or "T" for the Total Page. The total page should be printed and retained with your payroll.
4.	Verify totals for correctness and give totals to Central Payroll. If it is determined a change must be made on the "H" cycle, you must Pay "O" the employee.
5.	From the total screen "Key Next Screen Selection Code>> C", the social security number and batch number. The change screen for the Employee indicated will be displayed.
6.	Key "pay O".
7.	Return to the cancellation screen and proceed.

TAX AND RETIREMENT REFUNDS

If Social Security, Federal, State Taxes or Retirement have been taken out in error, a refund can be done by using the Rewrite Refund Screen. This information **MUST** be verified with the year-to-date Master Screen to prevent a negative balance in the year-to-date records.

1.	From the Special Menu, key Screen Selection Number "02" for Rewrites and Refunds. Required Keys A Unit Number C Payroll Number E Social Security Number F Cycle (H)
2.	Press Enter
3.	Verify the information on the employee for correctness when it appears on the screen.
4.	To verify that a refund has been done, check the Employee Master One Time Pay screen. This screen is reached by entering an "O" on the Complete Employee Master screen.
5.	Totals must be given to Central Payroll for the amount keyed.
6.	A total sheet must still be sent into Central Payroll to alert us of these transactions. Tax information is entered at the bottom of the Total Sheet.

SOCIAL SECURITY REFUND

1.	Enter: OASDI-GROSS HI-GROSS (This is the gross FICA amount. If health insurance, deferred parking and NCFlex amounts have been deferred and have been deducted from the FICA Wages, it must be deducted before calculating the amounts to be used for the current gross wages subject.) OASDI-WH HI-WH (The combined total of OASDI and HI withholding must equal 7.65% of the OASDI and HI Gross OASDI = 6.20% HI = 1.45%) Net Pay - (The combined total of OASDI-WH and HI-WH) "T" - for Tax Payroll end date - Payroll Date overage occurred "U" - for Update Either next social security number for another refund or "T" - for Total screen
2	Press Enter. A total figure will not be displayed for refunds of taxes. To verify that a refund has been done, check the Employee Master One Time Pay screen. Totals must be given to Central Payroll for the amount keyed.

RETIREMENT REFUND

The retirement code must reflect the same retirement code that was used on the original transaction.

1.	Enter: Ret-Gross (Retirement Gross) Retire (Must equal 6% of the Retirement Gross) Net-Pay (The same amount as entered in Retire) "R" - for Retirement Payroll end date - Payroll Date overage occurred "U" - for Update Either next social security number for another refund or "T" - for Total screen
2.	Press Enter. There will not be a total displayed on refunds of taxes. To verify that a refund has been done check the Employee Master One Time Pay screen. Totals must be given to Central Payroll for the amount keyed.

FEDERAL AND STATE TAX REFUND

1.	Enter: FED W-H and or NC W-H Net Pay (Total amount of Federal and NC withholding) "T" - for Tax Payroll end date - Payroll Date overage occurred "U" - for Update Either next social security number for another refund or "T" - for Total screen
2.	Press Enter. There will not be a total displayed on refunds of taxes. To verify that a refund has been done, check the Employee Master One Time Pay screen. Totals must be given to Central Payroll for the amount keyed.

PERSONAL CHECK REFUNDS

All personal check refunds will be handled by Central Payroll, upon the receipt in our office of your worksheet, check and copy of the payroll register.

If the personal check refund contains a deferred item(s), then the delay between the original posting and the correction of same should not exceed 30 days.

REWRITES ("S" CYCLES)

Rewrites are a check to replace a cancelled check or a cancelled direct deposit. The rewrite is written for an amount less than the original payment but is never issued for an amount greater than the original payment. When an employee is due an amount greater than the original payment, he/she will be given the original check or direct deposit and the difference is issued as a rewrite. Deductions may be taken if there is sufficient gross pay to cover them.

1.	After selecting option "10" from the Main Menu, you will be taken to the Special Function Menu Screen At this Screen, you will enter "02" (for Rewrites) Required Keys A Unit Code C Payroll Number E Social Security Number F Cycle "S"

2.	Press Enter.
	This will bring you to the Rewrite/PC Refund/Adjustment Screen.
	
	`**********************************************************************************`
	`* IMS XX/XX/XXXX 40 OSC CENTRAL PAYROLL - REWRITES/PC REFUNDS/ADJUSTMENTS *`
	`* PAGE> ::::: ::: *`
	`*SOC-SEC-NO> ::: :: :::: UNIT-NO> ::: CYCLE> : P/R NO> ::: D/S/N CODE> _ *`
	`*LNAME> :::::::::::::::::: FIRST> :::::::::: MI> : POS-NO.> ::::: RET> : M> :*`
	`*BUD-CD> _____ CO> :::: ACCT> 53 :::: CTR> :::::::::::: HRS> :::::: *`
	`*GROSS-PAY PAY-TYPE EXEMPT$ OASDI-GROSS RET-GROSS HI-GROSS MQFE-GROSS EIC*`
	`* _____ __ _____ _____ _____ _____ _____ *`
	`* FED W-H OASDI-WH HI-WH MQFE-WH NC-WH RETIRE MISC-DED NET-PAY *`
	`* _____ _____ _____ _____ _____ _____ _____ _____ *`
	`*SPLITS> BUD-CD CO. ACCOUNT CENTER RT AMOUNT PT *`
	`* ::::: :::: 53 :::: :::: :::: :::: : :::::: :: *`
	`* ::::: :::: 53 :::: :::: :::: :::: : :::::: :: *`
	`* :::::: ::: 53 :::: :::: :::: :::: : :::::: :: *`
	`* :::::: ::: 53 :::: :::: :::: :::: : :::::: :: *`
	`* :::::: ::: 53 :::: :::: :::: :::: : :::::: :: *`
	`* :::::: :::: 53 :::: :::: :::: :::: : :::::: :: *`
	`*MISC CDE AMOUNT CDE AMOUNT CDE AMOUNT CDE AMOUNT CDE AMOUNT *`
	`*DED> ___ _____ ___ _____ ___ _____ ___ _____ ___ _____ *`
	`* ___ _____ ___ _____ ___ _____ ___ _____ ___ _____ *`
	`* *`
	`*TYPE: G=GROSS PC, N=NET PC, T=TAX, R=RET, D=DEF DED, E=EXEMPT ADJ> *`
	`*PAYROLL END DATE> _____ U-UPDATE, X-DISREGARD> _ HOSP REF(P,T)> _ SIGN> _*`
	`*NEXT SSN> ___ __ ____ NEXT SCREEN(T,A,X)> _ CHECK/DEPOSIT NO> _____*`
	`*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*`
	`**********************************************************************************`
	
	Note: You are required to enter a response for the D/S/N CODE. This code controls the GROSS FOR NC TAX. Normally the response would be "N". Under certain special situations concerning DISABILITY and SEVERANCE PAYMENTS, the "D" or "S" codes may need to be used.

3.	Verify and change the information on the screen (Budget Code, Company, Account, Center, Position, Retirement Code and Matching Retirement) as needed.

4.	Enter: Gross Pay and Pay Type Time Worked (Use 3 decimal places but no decimal) Miscellaneous deduction codes and amounts Payroll end date - Payroll Date overage occurred "U" - for update Either next social security number for another rewrite or "T" - for Total screen
5.	Press Enter. Verify totals for correctness and give totals to Central Payroll.
6.	Verification can be made to determine if the totals are correct for both the Gross Pay (Salary) and Miscellaneous Deduction. If the totals are incorrect, changes can be viewed on the View Screen.
7.	To view changes from the Total Screen key a "V" after KEY NEXT SCREEN SELECTION CODE>> and then key the Unit Number, Cycle, Payroll Number, "99999" for Page Number and the Batch Number.
8.	Press Enter.

MOVING EXPENSES PAYROLL ADJUSTMENT

Moving Expense Non-Taxable must be entered into the system by Central Payroll. This will be done at the end of each quarter and verified at year-end.

Moving Expense Taxable should be entered as a split on the "A" cycle , if the employee still works for your agency. The Retirement code used is "5,5" for the split line containing the taxable moving expense. The amount of the taxable moving expense should be taken as a deduction using deduction code "056". The purpose of deduction code "056" is to also add the taxable moving expense amount to reflect on the employees W-2 statement. Do not forget to delete the split line and "056" deduction before the next months payroll is processed.

If the employee has left your agency, you will pay them on the "S" cycle using the GROSS UP payroll method. Retirement code and matching will be a "5". The Federal and State Exemptions should be changed to "S99, S99" so no taxes will be taken out. The actual moving expense will be grossed up so that social security will be deducted.

GROSS UP METHOD FOR "S" CYCLE
(Moving expense/.9235*) = Gross amount of the check

An "056" code will be used for the actual moving expense. After grossing up the figure, the grossed up figure should be multiplied by the OASDI rate of 6.2% and the HI rate of 1.45%. These figures, when added together, must equal the difference between the grossed up amount and the deduction amount. The employee will get a Zero check. At the end of the month the moving expense amount will be returned back to the agency.

*(100.00% less 7.65% current social security rate = 92.35% or .9235)

BACK PAY AWARDS

Back Pay Awards are done on an "S" cycle. Retirement code and matching retirement will be a "5". The Retirement System may add penalties and interest to the back pay award, therefore the "052" code for the 6% retirement amount is used so that the agency can make the proper adjustments with the Retirement System. Any unemployment money received by the employee is to be deducted under deduction 907 and is returned to you agency to be disbursed.

EDUCATION EXPENSE

Education Expense may be paid on either the “A” cycle or the “S” cycle. If the employee is an active employee of your unit, then pay them on the “A” cycle. If the employee has left your agency, they should be paid on the “S” cycle using the Gross Up method (See moving expenses). Use “062” code, Education Reimbursement Taxable, for the deduction code. Federal and state tax exemptions should be changed to “S99, S99”.

SEVERANCE PAY

If an employee is to receive Severance Pay, the following steps should be taken during the first month:

1.	The employee should be paid for any ANNUAL LEAVE and LONGEVITY on either the supplemental payroll cycles “J” or “S” on the mid-month payroll run as a split. The PAY TYPE code will be “RZ” for the ANNUAL LEAVE and “LZ” for the LONGEVITY. An employee’s deductions may be used for this special payment. This special payment is subject to the employee’s usual tax withholdings for Federal, State and Social Security. This payment is also subject to Retirement. If this special payment is entered using the cycle "S", the D/S/N CODE would be set to “N”.
2.	Zero the employee off of their regular monthly payroll cycle “A”. This is required so that the employee can be paid their Severance Pay beginning the next month on the mid-month payroll run.

APPLICABLE TAX WITHOLDINGS

1.	Federal Tax
2.	State Tax (after the $35,000 severance pay wage exemption) **Note:** The $35,000 wage exemption is for each severance event.
3.	Social Security

DEDUCTIONS

1.	State Retirement should not be deducted from these wages. Use retirement code “5” for both the employee contribution and the employer matching.
2.	The only miscellaneous deductions allowed are: “052” Wage Garnishments (900 Series)

SEVERANCE PAYROLL PROCESSING

In order to reduce the possibility of employee overpayments, the employee accrues the severance pay during one month. The payment is made to the employee on the next months mid-month payroll run using supplemental payroll cycle "S". The agency Payroll Officer sets the RETIREMENT CODES TO "5,5". Each subsequent payment will be made on the next months mid-month payroll run, usually falling around the 15th.

1.	From the SYSTEM MAIN MENU (#00), select option "10".
2.	From the SPECIAL FUNCTION MENU (#38), select option "02" and enter the information for the REQUIRED KEYS (A, C, E and F).
3.	At the REQUIRED KEY "F", enter "S" for the cycle code.
4.	After pressing your ENTER KEY the REWRITES/PC REFUNDS/ADJUSTMENTS SCREEN (#40) will appear.
5.	At the REWRITES/PC REFUNDS/ADJUSTMENT SCREEN (#40) Enter - D/S/N CODE "S" GROSS PAY amount of pay PAY-TYPE "RZ" EXEMPT$ amount of severance pay exempt from State Tax MISC DED ***IF APPLICABLE*** (052 and 900 Series only) PAYROLL END DATE prior months date UPDATE "U"
6.	If there are more employee's to be entered, then enter - SOCIAL SECURITY NUMBER next employee's SS#
7.	Press Enter.
8.	When there are no more employees to be entered, then Enter - NEXT SCREEN "T"
9.	Verify the TOTALS and send them to Central Payroll

SPECIAL SEVERANCE PAY
ADJUSTMENTS

Adjustments may need to be made to the Severance Pay Totals, which appear on the EMPLOYEE Y-T-D Screen (PAGE 2). These adjustments are made through the REWRITES/PC REFUNDS/ADJUSTMENTS SCREEN (#40), during the Cancellation and Rewrite payroll run.
The cycles "H" and "S" are used as listed below.

1.	An "H" cycle will decrease the amount of Severance and increase the amount shown for the GROSS FOR NC W-H
2.	An "S" cycle will increase the amount shown for Severance and decrease the amount shown for GROSS FOR NC W-H.

ENTERING ADJUSTMENTS FOR SEVERANCE

1.	From the SYSTEM MAIN MENU SCREEN (#00), select option "10" and press ENTER.
2.	From the SPECIAL FUNCTION MENU SCREEN (#38), select option "02" for REWRITES + REFUNDS.
3.	Supply the necessary information for the REQUIRED KEYS, (A, C, E and F).
4.	Use cycle "H" to decrease the amount of Severance shown the EMPLOYEE Y-T-D SCREEN (PAGE 2).
5.	If the desire is to increase the amount of Severance shown on the EMPLOYEE Y-T-D SCREEN (PAGE 2), then use cycle "S".

6.	Press your ENTER KEY and the REWRITES/PC REFUNDS/ADJUSTMENTS SCREEN (#40) appears.
7.	The amount of the Severance adjustment will be entered into the EXEMPT$ field. "E" will be entered on the line TYPE: to the right side of EXEMPT ADJ>.
8.	Enter the information into the following: PAYROLL END DATE date of month being adjusted UPDATE "U" NEXT SCREEN CODE "T"

OTHER SEVERANCE SITUATION

If an employee, who is to be paid Severance, has already accepted a new position with an agency paid through Central Payroll, an error message will be shown. Remember that one of the rules for the payment of Severance pay is that the employee can not be active at the time they are to be paid Severance. In this situation, CONTACT OUR OFFICE FOR SPECIFIC INSTRUCTIONS.

WORKER'S COMP

Workman's Compensation is compensation that is given to an employee who is hurt or disabled while on the job. Retirement code and matching retirement should be a "5".

"Q" CYCLES

On the "Q" Cycle the tax rate will be the supplemental tax rate for Federal and State tax, if the employee has not been zeroed off the payroll. If the Employee's Master is inactive (Cycle 3) the tax rate will pull from the master records.

EMPLOYEE SUGGESTION'S AND EMPLOYEE AWARD'S

Employee Suggestion's and Employee Award's can be done on a "Q" cycle with retirement code and matching retirement code set to "5" or on the Monthly payroll using a split.

1.	From the Main Menu Key Password. Screen Selection>> "01" Function Code>"C" Required Keys A Social Security Number B Unit Code C Cycle Code D Payroll Number G Batch Number

2.	Press Enter.
	
	TRANSMITTAL UPDATE (CHANGE SCREEN)
	`**********************************************************************************`
	`* IMS XX/XX/XXXX 05 OSC CENTRAL PAYROLL - TRANSMITTAL UPDATE *`
	`* SOC SEC NUM LAST NAME FIRST INT UNIT CYL PR NO BATCH PAGEL LINE*`
	`* ::: :: :::: ::::::::::::::::: :::::::: : ::: : ::: ::: ::::::: :::*`
	`* NUM CHG CDE NEW DATA OLD DATA MESSAGES *`
	`* 1 _____ _____ :::::::::::::::::::: :::::::::::: : *`
	`* 2 _____ _____ :::::::::::::::::::: :::::::::::: *`
	`* 3 _____ _____ :::::::::::::::::::: :::::::::::: *`
	`* 4 _____ _____ :::::::::::::::::::: :::::::::::: *`
	`* 5 _____ _____ :::::::::::::::::::: :::::::::::: *`
	`* 6 _____ _____ :::::::::::::::::::: :::::::::::: *`
	`* 7 _____ _____ :::::::::::::::::::: :::::::::::: *`
	`* 8 _____ _____ :::::::::::::::::::: :::::::::::: *`
	`* *NEXT SS NO>> ___ __ ____ ONE-TIME ENTRY> _ NXT SCRN(T,A,B,S,O)> _ *`
	`* PFKEY: 1=FORM BY UNIT 2=FORM BY SSN 3=EMP HIS 4=LAST FORM 5=APR LAST 6=APR ALL *`
	`* ENTER CHANGES OR NEXT SOCIAL SECURITY NO. *`
	`* ::::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::: *`
	`**********************************************************************************`

3.	By using the Change Codes enter the changes to be made. (See Change Codes on page 34.) Budget Code, Company, Account, Center, Position, Retirement Code and Matching Retirement needs to be verified for correctness.
4.	Verification can be made to determine if the totals are correct for both the Gross Pay (Salary) and Miscellaneous Deduction by checking the total screen.
5.	If the totals are incorrect, changes can be viewed on the View Screen.
6.	If corrections are to be made return to the change screen and correct the incorrect information.

MID-MONTH

Mid-Month Payrolls are processed according to the Payroll Time Schedule to be paid on the 15th or the last workday prior to the 15th.

TEMPORARY - CYCLE "C"

The Temporary payroll is designed to process payrolls for temporary personnel. These employees are paid on an hourly rate. The Retirement Code and matching retirement will be a "5". The temporary payroll is a repeating payroll, therefore, if no changes are made on the transmittal the employee receives the same pay as in the previous period.

1.	From the Main Menu Key Password Selection No> "01" Function Code> "C" Required Keys A Social Security Number B Unit Number C Cycle Code "C" D Payroll Number G Batch Number
2.	Press Enter. The change screen for the employee indicated will be displayed. TRANSMITTAL UPDATE (CHANGE SCREEN)
3.	Use the Change Codes to make any needed adjustments. (See Change Codes on page 34.)

```
********************************************************************************
* IMS  XX/XX/XXXX 05 OSC CENTRAL PAYROLL - TRANSMITTAL UPDATE                   *
* SOC SEC NUM  LAST NAME          FIRST      INT  UNIT CYL PR NO BATCH PAGEL LINE*
* ::: :: ::::  ::::::::::::::::   ::::::::    :   :::  :    :::   :::  :::::: :::*
*  NUM  CHG CDE    NEW DATA               OLD DATA              MESSAGES        *
*  1    ______     ____________________   ::::::::::::::::::    ::::::::::::: : *
*  2    ______     ____________________   ::::::::::::::::::    :::::::::::::   *
*  3    ______     ____________________   ::::::::::::::::::    :::::::::::::   *
*  4    ______     ____________________   ::::::::::::::::::    :::::::::::::   *
*  5    ______     ____________________   ::::::::::::::::::    :::::::::::::   *
*  6    ______     ____________________   ::::::::::::::::::    :::::::::::::   *
*  7    ______     ____________________   ::::::::::::::::::    :::::::::::::   *
*  8    ______     ____________________   ::::::::::::::::::    :::::::::::::   *
*  *NEXT SS NO>> ___ __ ____          ONE-TIME ENTRY>   _   NXT SCRN(T,A,B,S,O)> _  *
* PFKEY: 1=FORM BY UNIT 2=FORM BY SSN 3=EMP HIS 4=LAST FORM 5=APR LAST 6=APR ALL *
* ENTER CHANGES OR NEXT SOCIAL SECURITY NO.                                     *
* ::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::: *
********************************************************************************
```

4.	New hires must be added onto the Add Screen. One can reach this screen from the total page by keying: Next Screen Selection Code "A" Next Social Security Number Batch Number

5.	Press Enter. This will take you to the Complete Employee Master Add Screen.
	
	ADD COMPLETE EMPLOYEE MASTER
	`**********`
	`* IMS XX/XX/XXXX 12 OSC CENTRAL PAYROLL - ADD COMPLETE EMPLOYEE MASTER *`
	`*SS NO>> ::: :: :::: UNIT>> ::: CYCLE>> : P/R NO>> ::: PAGE NO>> :::::: - ::: *`
	`*LNAME> :::::::::::::::::: FIRST :::::::::  MI> :  POSITION#>  ::::: BATCH> :::*`
	`* *`
	`*WORK  R-A-T-E ESC BUDGET CD> ::::: ANNUAL SAL> ::::::::  RETIREMENT   INFORMA *`
	`*CNTY  CD FACT CDE  CO.  ACCOUNT           CENTER       CON MAT NUMBER OPT REQ *`
	`*_____  _ ___   _  ::::  53 ::::         :::: :::: ::::  _   _  :::::          *`
	`* *`
	`*FIRST ADDRESS          SECOND ADDRESS        CITY            ST   ZIP  SEX> _ *`
	`*_____________________  _____________________  _____________  __  _____ DOB   *`
	`*                                          DISAB/ELIG> :      __/__/____*`
	`* *`
	`*FEDERAL  STATE  FEDER STATE  EIC  AUTOMATIC DEPOSIT INFORMATION   TIME        *`
	`*STA ALL STA ALL EXTRA EXTRA  CDE  TRANSIT * ACCOUNT NUMBER TYPE   WORKED(3DEC)*`
	`* _  __   _  __   ___   ___   __   :::::::: :::::::::::::::: :     ______      *`
	`* *`
	`*CURRENT        MISC CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT*`
	`*PAY    _______ DED> ___  ____   ___  ____   ___  ____   ___  ____   ___  ____ *`
	`* ___  ____   ___  ____   ___  ____   ___  ____   ___  ____ *`
	`* *`
	`*UPDATE CODES(U,S,X)> _   NEXT SSN>> ___ __ ____ SCRN(C,T,B,O)>__               *`
	`* PFKEY: 1=FORM BY UNIT 2=FORM BY SSN 3=EMP HIS 4=LAST FORM 5=APR LAST 6=APR ALL`
	`*:::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::::*`
	`**********`

6.	Fill in the required information.
7	Verification can be made to determine if the totals are correct for both the Gross Pay (Salary) and Miscellaneous Deduction by checking the total screen. If the totals are incorrect, changes can be viewed on the View Screen.
8.	To view changes from the Total Screen key "V" after KEY NEXT SCREEN SELECTION>>
9.	Enter the Unit Number, Cycle, Payroll Number, Page Number and the Batch Number. If changes are to be made return to the change screen and proceed.
10.	Totals must be given to Central Payroll.

SEMI-MONTHLY - CYCLE "E"

The Semi-Monthly payroll is a repeating payroll. Any payment or change must be keyed on the change screen. From the Main Menu use the same procedure as was used for the temporary payroll after you have reached the Main Menu. Make sure you use **Cycle E.** The rate code factor is "2-240" for salaried employees and "5-010" for hourly employees.

SUPPLEMENTAL - CYCLE "J"

The Supplemental payroll is designed to process payrolls for new employees' whose personnel documents are approved after the deadline for the monthly payroll and for processing terminal pay of separating and retiring employees. Miscellaneous deductions are available on this payroll.

1.	All employees must be added onto the Add Screen not the change screen. You can reach this screen from the total page by keying: Next Screen Selection Code "A" Next Social Security Number Batch Number
2.	Press Enter. This will take you to the Complete Employee Master Add Screen.
3.	Fill in the required information.
4.	Verification can be made to determine if the totals are correct for both the Gross Pay (Salary) and Miscellaneous Deduction by checking the total screen. If the totals are incorrect, changes can be viewed on the View Screen.
5.	To view changes from the Total Screen Enter the Unit Number, Cycle, Payroll Number, "99999" for Page Number and the Batch Number.
6.	If changes are to be made return to the change screen and re-key the incorrect information.
7.	Totals must be given to Central Payroll.

STUDENT - CYCLE "K"

The Student payroll is designed to pay students who are employed by and enrolled in an institution as full time students. The student payroll is a non-repeating payroll. A student is identified by a retirement code "6", and an ESC code of "2". When a student is no longer enrolled in the institution they are transferred to the temporary payroll. His retirement code is changed to a "5", and ESC code is changed to a "1". Social security tax and retirement contributions are not withheld on the student payroll.

1.	From the Main Menu enter "10" Special Menu Selection No> "01" - Student P/R Update Keys Required to reach the first person on the page A Unit Number B Page Number C Payroll Number
2.	Press Enter.

Or:

1.	From the Main Menu you enter "10" Special Menu Selection No> "01" - Student P/R Update Keys Required a selected Student A Unit Number C Payroll Number E Social Security Number
2.	Press Enter

STUDENT SCREEN

```
*******************************************************************************
* IMS  XX/XX/XXXX 42 OSC CENTRAL PAYROLL - STUDENT PAYROLL                     *
*                                                                              *
*    UNIT>>  :::     P/R NO  :::     PAGE NO>>  :::::                          *
*BUDGET CODE> ::::: COMPANY> :::: ACCT> :::::::::::::::::: CENTR> :::::::::::: *
*POSIT   NAME AND SOCIAL SECURITY NO.   TIME   RATE   GROSS PAY    MESSAGES    *
*::::: :::::::::  :  ::::::::::         ____   :::::   :::::::                 *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::         ____   :::::   :::::::                 *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::         ____   :::::   :::::::                 *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::         ____   :::::   :::::::                 *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::         ____   :::::   :::::::                 *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::         ____   :::::   :::::::                 *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::         ____   :::::   :::::::                 *
*        ::: :: ::::                                                          *
*GROSS PAY VERIFIED (Y=YES, N=NO)> __                                         *
*NEXT SOC SEC NO>  ___ __ ____     PAGE> _____  SCREEN(C,T,M)> _ BATCH NUM __ *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*******************************************************************************
```

1.	On the Student Payroll screen Enter in all the students' time using two decimals places that are paid on an hourly basis (**Do Not** put the decimal in). The system will calculate the pay.
2.	To change the hourly rate, key over the incorrect rate.
3.	Other changes on the Student payroll are made on the change screen by using the change codes. Some of these include changing the hourly rate to a monthly rate, changing the monthly rate budget code, center, account information, etc.
4.	Verify that the gross pay is correct by entering in Y - Yes, N - No at the end of the page.
5.	Key next Social Security Number to continue on this transmittal page.
6.	New hire's are keyed on the add on screen.
7.	Verification can be made to determine if the totals are correct for both the Gross Pay (Salary) and Miscellaneous Deduction by checking the total screen. If the totals are incorrect, changes can be viewed on the View Screen.
8.	To view changes from the Total Screen enter the Unit Number, Cycle, Payroll Number, "99999" for Page Number and the Batch Number. If changes are to be made, return back to the change screen and correct the incorrect information.
9.	Totals must be given to Central Payroll.

SUMMER SCHOOL - CYCLE "P"

The Summer School payroll is designed to process payrolls for summer school faculty. Summer School payroll is a non-repeating payroll. If the employee works at the same university, the system will automatically pull the retirement and matching retirement code that the employee is regularly paid under. The retirement code and matching retirement should be a "5" if not working full time for the same university.

1.	From Main Menu Selection Number> - "02" Total display B Unit Code C Cycle Code - "P" D Payroll Number E Transmittal Page - "99999"
2.	Press Enter. This will take you to the Transmittal Total Display screen.

3.	From the Total Screen Next Screen Selection Code> - “0”
4.	Press Enter.

SUMMER SCHOOL

```
*********************************************************************************
* IMS  XX/XX/XXXX 13 OSC CENTRAL PAYROLL - TRS COMPLETE EMPLOYEE MASTER         *
*SS NO>> ::: :: :::: UNIT NO>> ::: CYCLE>> _ P/R NO>> ::: PAGE NO>> :::::      *
*LNAME> :::::::::::::::::: FIRST ::::::::: MI> :  POSITION#>  ::::: BATCH> :::*
*                                                                               *
*WORK  R-A-T-E ESC BUDGET CD> ::::: ANNUAL SAL>    000   RETIREMENT    IN      *
*CNTY  CD FACT CDE  CO.  ACCOUNT         CENTER        CON MAT NUMBER  OPT REQ *
*_____  5 010   _  ____  53 ::::         ::::::::::::   :   :  ::::::      ::: *
*                                                                               *
*FIRST ADDRESS          SECOND ADDRESS        CITY            ST   ZIP  SEX> _ *
*_____________________  _____________________  _____________   __  _____ DOB   *
*                                                                    __/__/____*
*                                                                               *
*FEDERAL  STATE  FEDER STATE  EIC  AUTOMATIC DEPOSIT INFORMATION   TIME        *
*STA ALL STA ALL EXTRA EXTRA  CDE  TRANSIT * ACCOUNT NUMBER TYPE   WORKED(3DEC)*
* _  __   _  __   ___   ___   __   :::::::: ::::::::::::::::: :       0000     *
*                                                                               *
*                                                                               *
*CURRENT        MISC CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT*
*PAY    _______ DED> ___  _____  ___  _____  ___  _____  ___  _____  ___  _____ *
*                    ___  _____  ___  _____  ___  _____  ___  _____  ___  _____ *
*                                                                               *
*UPDATE CODES(U,S,X)> _    NEXT SSN> ___ __ ____ SCRN(C,T,B)>__                 *
PFKEY: 1=FORM BY UNIT 2=FORM BY SSN 3=EMP HIS 4=LAST FORM 5=APR LAST 6=APR ALL *
*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*********************************************************************************
```

All changes and adding of new people will be done on the Special Cycle Add screen. The Rate code factor should be “5-010”, and cannot be changed. Budget code, Company, Account, Center, Position, Retirement Code and Matching Retirement, needs to be verified for correctness and changed on this Summer School screen.

Verification can be made to determine if the totals are correct for both the Gross Pay (Salary) and Miscellaneous Deduction. Only garnishments are allowed for the miscellaneous deductions. If the totals are incorrect changes can be viewed on the View screen.

To view changes from the Total screen key the Unit Number, Cycle, Payroll Number, “99999” for Page Number and the Batch Number enter. If corrections are to be made you must go back to the Change Screen and re-key the information that is incorrect.

PERSONAL SERVICE CONTRACTS - CYCLE “N”

From the Main Menu Selection No is “01” and go to the Change screen. This is a non-repeating payroll. The retirement code and matching retirement is “J”. The Rate code factor is “5-010” and ESC is “1”. Deductions are limited to “052” and garnishments. Regular taxes are deducted. New people are added onto the Add screen. If you do not want the pay rate printed on the check or shown on the transmittal you must zero off the salary.

After the information has been keyed and entered, re-key the social security number on the change screen.

1.	From the Change screen, key: SALRY 000
2.	Press Enter.

MONTHLY PAYROLLS

The monthly payroll cycle consists of the monthly, short term disability, bonus, longevity, weighted premium and law allowance payrolls. The monthly payroll cycle is paid to employees on the last workday of the month. The pay amounts for the monthly payroll cycle "A", bonus pay cycle "I", longevity pay cycle "O" and weighted premium pay cycle "M" are combined and taxed as a single lump sum payment, (see memorandum PR2000-011 dated 8/03/00). These payrolls are eligible for the direct deposit of the employee's net pay.

MONTHLY - CYCLE "A"

Pay is calculated on the annual salary using the scheduled workday method. This is a repeating payroll. Each employee's monthly pay rate will be paid to the employee if the pay is not adjusted, except for splits. Employee's who received split pay in the previous month will receive the same pay if the pay is not updated. Other changes are made on the Change screen by using the change codes. (See Change Codes on page 34.)

New people are added on the Add screen. Under normal conditions, some information will pull from personnel if available on PMHIS. This information cannot be changed.

LONGEVITY - CYCLE "O"

Longevity is utilized to pay permanent employees for long term service. Pay is calculated as a percentage of salary. The longevity payroll is a non-repeating payroll. If no changes are to be made verify the gross pay total. Changes to be made are done on the change screen. Employee's not printed on the longevity transmittal are put on by keying their social security number on the Change screen. The Retirement Number, Matching Retirement Number, Company, Account and Center Number will automatically appear for the information to be keyed. You must enter pay and the amount. Pay add on's on the change screen.

WEIGHTED PREMIUM – CYCLE "M"

The weighted premium system PROVIDES for the payment of multi shift pay differentials which are in the field of medical nursing. These pay differentials range from 5% to 30%, based on a 5% difference between each. This cycle also allows for the payment categories of overtime pay, shift premium, holiday and on-call pay. Only employees on the monthly cycle "A" payroll can be paid through this payroll.

1.	From the Main Menu
	Selection Number> - "13" Weighted Premium Payroll Menu
	
	WEIGHTED PREMIUM PAYROLL MENU
	`*IMS XX/XX/XXXX 49 OSC CENTRAL PAYROLL – WEIGHTED PREMIUM MENU *`
	`* *`
	`* SCREEN SELECTION NUMBERS REQUIRED KEYS *`
	`* (ENTER BELOW) *`
	`* SELECTION>> ___ 01- PREMIUM P/R UPDATE (MULTI-SHIFT) A B C D (E) *`
	`* 02- PREMIUM P/R ADDS (MULTI-SHIFT) A B C D (E) *`
	`* 03- PREMIUM TOTALS A B (D)(E) *`
	`* 04- PREMIUM P/R VIEW/UPDATE A B C D (E) *`
	`* *`
	`*ENTER REQUIRED KEYS *`
	`*A- UNIT CODE>> ___ B- P/R NO>> ___ C- SSN>> ___ __ ____ *`
	`*D- BATCH NO>> ___ E- SUB-BATCH>> ___ *`
	`*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*`

2.	Weighted Premium Menu Selection>> "01" Required Keys A Unit Code B Payroll Number C Social Security Number D Batch Number

3.	Press Enter.
	This will take you to the Weighted Premium Payroll Screen.
	
	WEIGHTED PREMIUM
	`* IMS XX/XX/XXXX 52 OSC CENTRAL PAYROLL - WEIGHTED PREMIUM (MS / CHGS) *`
	`* UNIT>> ::: P/R NO>> ::: BATCH NO>> :::: SUB-BATCH>> :::: *`
	`*SOC SEC NO POSIT FIRST NAME INIT LAST NAME RETIREMENT *`
	`*::: :: :::: ::::: :::::::::::: : ::::::::::::::::: CON MAT *`
	`* ::::: :::: ::::::LONGEVITY % :::: : : _ _ *`
	`*:::::::::: BUDGET CODE>> ::::: *`
	`* HOURS RATE PAY ADJUSTMENT CO. ACCOUNT CENTER *`
	`* TOT : _____ _____ ::::::::: ::::::::: :::: ::::::::::::::::: ::::::::::*`
	`* 5% : _____ ::::: ::::::::: _____ ____ _____ _____*`
	`* 10% : _____ ::::: ::::::::: _____ ____ _____ _____*`
	`* 15% : _____ ::::: ::::::::: _____ ____ _____ _____*`
	`* 20% : _____ ::::: ::::::::: _____ ____ _____ _____*`
	`* 25% : _____ ::::: ::::::::: _____ ____ _____ _____*`
	`* 30% : _____ ::::: ::::::::: _____ ____ _____ _____*`
	`* ::::::::TOTAL SHIFT HRS *`
	`* OT : _____ ::::: ::::::::: _____ ____ _____ _____*`
	`* ST : _____ ::::: ::::::::: _____ ____ _____ _____*`
	`* HO : _____ ::::: ::::::::: _____ ____ _____ _____*`
	`* OC : _____ ::::: ::::::::: _____ ____ _____ _____*`
	`* ::::: TOTALS ::::::::: ::::::::: *`
	`*PAY VERIFIED (Y,N)> _ USE 75% HOLIDAY HRS? (Y/N) *`
	`*NEXT SSN> ___ __ ____ SCREEN(M,T,R)> _ BATCH NO> ___ SUB-BATCH> __ *`
	`*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*`

4.	The screen codes are: M - Weighted Premium Payroll Menu T - Total Screen R - Multi-Shift Add
5.	Since the weighted premium payroll makes an adjustment to the employee's rate of pay based upon a weighted average, the dollar amounts can not be used to balance the payroll.
6.	Instead the number of hours for each type of pay is used to balance this payroll.
7.	Another factor, which prohibits balancing of dollar amounts, is the automated adjustment of the employee's pay based on the employee's longevity percentage.
8.	Total Hours - This is the ACTUAL number of hours worked on the job for this time period. **Note:** This figure will only be required if the employee receives both SHIFT AND OVERTIME PAY or both SHIFT AND HOLIDAY PAY.
9.	The pay types: Shift Shift Pay Differential OT Overtime Pay ST Straight Time Pay HO Holiday Pay (this program automatically divides the hours entered by three) OC On Call Pay
10.	The Hours - Fill in the hours using 2 decimal places for each type of pay but do not enter the decimal.
11.	Adjustment: A positive amount may be entered into any of the pay types. As long as the resultant pay type will result in a positive figure for that pay type, a negative adjustment may be entered. (In other words a negative adjustment will not be accepted by the program if it would result in a negative figure for any single pay type.)

After the hours and adjustments have been keyed press Enter and the following steps will occur:

1.	The pay rates will be weighted and some may change as you look at the screen.
2.	The pay will be calculated from the hours and adjustment figures. This figure will be multiplied by the employee's longevity percentage and the longevity amount added to the pay figure.
3.	Displayed will be the employee's longevity percentage rate and the longevity dollar amount, which has been added to the employee's pay for overtime.
4.	After step 3, the pay should be verified by entering a "Y" after PAY VERIFIED (Y,N)> and then the next social security number should be entered.

5.	Split Pay: In order to make a split payment an "S" is entered into the first space on the hour column and when the Enter key is pressed a Weighted Premium Payroll Split screen will be displayed. The split information is entered and when the pay is verified the split screen is replaced by the Weighted Premium Add screen. WEIGHTED PREMIUM P/R CHANGES SPLITS ********** *PXDPR STATE CONTROLLER'S OFFICE WEIGHTED PREMIUM P/R CHANGES * * UNIT>> ::: P/R NO>> ::: BATCH NO>> :::: SUB-BATCH>> :::: * *SOC SEC NO POSIT FIRST NAME INIT LAST NAME RETIREMENT * *::: :: :::: ::::: :::::::::::: : :::::::::::::::: CON MAT CD* * : ::::: :: : : : : * * * * WEIGHTED PREMIUM SPLITS * * ::::::: :: :::: * *BUDGET ::::: * * CODE HOURS RATE PAY ADJUSTMENT CO. ACCOUNT CENTER * * * * :::: * *::::::: _____ :::::: :::::::::: _____ ____ _____ _____* * :::::: :::::::::: * *::::::: _____ :::::: :::::::::: _____ ____ _____ _____* * :::::: :::::::::: * *::::::: _____ :::::: :::::::::: _____ ____ _____ _____* * :::::: :::::::::: * * * * * * * *PAY VERIFIED (Y,N)> _ :::::: :::::: ::::::: * *::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::* **********
6.	Add Screen New employees will be added to the weighted premium through the Weighted Premium Add screen. **Note:** Employees can not be added to the Weighted Premium payroll **unless** they are already on the Monthly "A" cycle payroll.
7.	From the Weighted Premium Menu Selection>> "03" Required keys A - Unit Code B - Payroll Number C - Social Security Number D - Batch Number
8.	Press Enter.

WEIGHTED PREMIUM ADD

```
*******************************************************************************
* IMS  XX/XX/XXXX 54 OSC CENTRAL PAYROLL - WEIGHTED PREMIUM   (MS / ADDS)      *
*   UNIT>>  :::  P/R NO>>  :::    BATCH NO>>  ::::     SUB-BATCH>> ::::        *
*SOC SEC  NO     POSIT    FIRST NAME       INIT  LAST NAME          RETIREMENT *
*::: :: ::::     :::::    ::::::::::::      :    ::::::::::::::::::  CON  MAT  *
*       ::::: :::: ::::::LONGEVITY %  ::::                         : : _    _   *
*::::::::::  BUDGET CODE>> :::::                                               *
*         HOURS  RATE     PAY     ADJUSTMENT CO.  ACCOUNT            CENTER    *
* TOT : ______ ______ :::::::::: :::::::::: :::: :::::::::::::::::  ::::::::::*
*  5% : ______ :::::: :::::::::: __________ ____ ___________________  __________*
* 10% : ______ :::::: :::::::::: __________ ____ ___________________  __________*
* 15% : ______ :::::: :::::::::: __________ ____ ___________________  __________*
* 20% : ______ :::::: :::::::::: __________ ____ ___________________  __________*
* 25% : ______ :::::: :::::::::: __________ ____ ___________________  __________*
* 30% : ______ :::::: :::::::::: __________ ____ ___________________  __________*
*     ::::::::TOTAL SHIFT HRS                                                   *
* OT : ______ :::::: ::::::::::  __________ ____ ___________________  __________*
* ST : ______ :::::: ::::::::::  __________ ____ ___________________  __________*
* HO : ______ :::::: ::::::::::  __________ ____ ___________________  __________*
* OC : ______ :::::: ::::::::::  __________ ____ ___________________  __________*
*       :::::: TOTALS ::::::::::  ::::::::::                                    *
*PAY VERIFIED (Y,N)>  _  USE 75% HOLIDAY HRS? (Y/N)                             *
*NEXT SSN> ___ __ ____      SCREEN(M,T,N)> _ BATCH NO> ___  SUB-BATCH>  __      *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*******************************************************************************
```

1.	Key in the information required for the new employees and select one of the screen options (M,T,N).
2.	After all keying has been completed, a “T” will be entered on the Weighted Premium screen to the right of SCREEN (M,T,P,N,R)> and the total screen will be displayed. The hours for each pay type should be balanced.

WEIGHTED PREMIUM TOTAL

```
*******************************************************************************
* IMS  XX/XX/XXXX 57 OSC CENTRAL PAYROLL - WEIGHTED PREMIUM (TOTALS)  BATCH    *
*      UNIT>> ::: PAYROLL NO>> :::   BATCH NO> :::                            *
*                                                                             *
*                          GROSS PAY          HOURS          *ADJUSTMENTS     *
* SHIFT    5%             __________         _______          ___________     *
* SHIFT   10%             __________         _______          ___________     *
*:SHIFT   15%             __________         _______          ___________     *
*:SHIFT   20%             __________         _______          ___________     *
*:SHIFT   25%             __________         _______          ___________     *
*:SHIFT   30%             __________         _______          ___________     *
*:::TOTAL SHIFT           __________         _______          ___________     *
*                                                                             *
*:OVERTIME                __________         _______          ___________     *
*:STRAIGHT                __________         _______          ___________     *
*:HOLIDAY                 __________         _______          ___________     *
* ON-CALL                 __________         _______          ___________     *
*                            TOTAL PAY AND ADJUSTMENTS>>       ___________     *
*                                                                             *
*NEXT SCREEN SELECTION CODE>> _   (T-UNIT/BATCH/SUB-BATCH,                     *
*                                  N-MULTI-SHIFT UPD,                         *
*                                  R-MULTI-SHIFT ADD, M-MENU)                 *
*NEXT UNIT CODE>>  ____        P/R NO>> _____          SSN>>  ___ __ ____      *
*      BATCH NO>>  ____        SUB-BATCH>>  _____                              *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*******************************************************************************
```

SHORT TERM DISABILITY – CYCLE “D”

Short Term Disability provides benefit payments to employees who have become disabled due to illness. The Disability pay is based on a percentage of gross pay less worker’s compensation received by the employee during the period for which the benefits are paid.

NOTES CONCERNING SHORT TERM DISABILITY

1.	The Short Term Disability is paid on cycle "D". In order that an employee can be added to the cycle "D" payroll, the agency must first zero the employee off of their monthly cycle "A" payroll.
2.	The Short Term Disability payroll, cycle "D" is a repeating payroll.
3.	The payroll is not subject to either employee or employer retirement.
4.	There are two sets of retirement codes used for cycle "D". They serve as switches to turn the Social Security Withholding on and off. Short Term Disability is subject to Social Security, Federal and State Tax withholding for a period of six full months from the date that the disability begins and the retirement codes used to indicate this are "D,D". After the first six full months from the date the disability starts, only Federal and State Taxes are withheld. Therefore a new set of retirement codes "E,E" are used to only withhold the Federal and State Taxes.
5.	Deferred deductions are NOT allowed. These codes are listed below: 001, 002, 003, 004, 094, 098, 200, 225, 249, 400, 445, 446, 447, 448, 449, 450 and 451.
6.	Except for the deduction codes listed above in item "5", all other deductions are available.

DISABILITY EXEMPT FROM STATE TAX

If an employee had five or more years of membership service earned prior to August 12, 1989, their Disability payments will be exempt from the State Tax Withholding. In order to receive this exemption, the DISAB/ELIG flag residing within the employee's master file is changed from a "N" to a "Y" through the change screen as shown below.

XFLAG "Y"

After the above flag has been set, all wages received by the employee will be exempt from State Tax. Currently there is no limit to the amount of wages that can be subject to this exemption.

DISABILITY EXEMPT WAGE ADJUSTMENTS

Adjustments may need to be made to the Exempt Disability Pay Totals, which appear on the EMPLOYEE Y-T-D SCREEN (PAGE 2). These adjustments are made through the REWRITES/PC REFUNDS/ADJUSTMENTS SCREEN (#40), during the Cancellation and Rewrite payroll run. The cycles "H" and "S" are used as listed below.

1.	An "H" cycle will decrease the amount of Exempt Disability and increase the amount shown for the GROSS FOR NC W-H.
2.	An "S" cycle will increase the amount shown for Exempt Disability and decrease the amount shown for GROSS FOR NC W-H.

ENTERING ADJUSTMENTS FOR EXEMPT DISABILITY

1.	From the SYSTEM MAIN MENU SCREEN (#00), select option "10" and press ENTER.
2.	From the SPECIAL MENU SCREEN (#38), select option "02" for REWRITES + REFUNDS. Supply the necessary information for the REQUIRED KEYS, (A, C, E and F). Use cycle "H" to decrease the amount of Exempt Disability shown the EMPLOYEE Y-T-D SCREEN (PAGE 2). If the need is to increase the amount of Exempt Disability shown on the EMPLOYEE Y-T-D SCREEN (PAGE 2), then use cycle "S". Next, press ENTER and the REWRITES/PC REFUNDS/ADJUSTMENTS SCREEN (#40) appears.
3.	The amount of the Exempt Disability adjustment will be entered into the EXEMPT$ field. "E" will be entered on the line TYPE: to the right side of EXEMPT ADJ>. Next enter the information into the following: PAYROLL END DATE — date of month being adjusted UPDATE — "U" NEXT SCREEN CODE — "T"

LAW ALLOWANCE - CYCLE "V"

The law allowance payroll is used to pay a special separation allowance to retired sworn law enforcement officers who qualify. A monthly transmittal is provided. The law allowance payroll is a repeating payroll; therefore, if no changes are made to the transmittal each retiree will be paid the same as in the last period. A retirement code and matching retirement code of "5" is used. No retirement is taken but social security, Federal and State tax are withheld. Garnishments (900 series) are the only deductions allowed.

1.	At the Main Menu you will enter into the system your Access Code Screen Selection>> (Chosen from the menu) Function Code> (See listing of required keys on the right side of menu) Required Keys: (Each menu selection may be different)

CHANGING AN ADDRESS

Changing employee's address is done on the Change of Address screen. If there is a bond, go to the bond screen and change that address.

1.	From the Main Menu Selection Number> "05" Function Code> "C" A Social Security Number

2.	Press Enter.
	
	`**********`
	`* IMS  XX/XX/XXXX 20 OSC CENTRAL PAYROLL - CHANGE EMPLOYEE ADDRESS *`
	`*  SOC SEC NUM  EMPLOYEE NAME  UNIT  CYCLE *`
	`*  ::: :: ::::  :::::::::: : :::::::::::::  :::  : *`
	`*  ADDRESS LINE 1>>_____ *`
	`*  ADDRESS LINE 2>>_____  WORK COUNTY>>  _____ *`
	`*  CITY>>_____ *`
	`*  STATE>>  ____ZIP  _____ *`
	`*NEXT SS NO>>  ___ __ ____ *`
	`*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::::*`
	`**********`

3.	Key in the correct address and either the next social security number to make another change or Enter.

INQUIRE COMPLETE EMPLOYEE MASTER

```
*********************************************************************************
* IMS  XX/XX/XXXX 10  OSC CENTRAL PAYROLL - INQ COMPLETE EMPLOYEE MASTER        *
* SOCIAL SECURITY NO> ::: :: :::: UNIT> ::: CYCLE> : P/R NO> ::: OLD UNIT> :::  *
* LNAME> :::::::::::::::::: FIRST ::::::::::::  MI> :  POSITION#>  :::::  SEX> : *
*                                                                               *
* WORK R-A-T-E ESC BUDGET CD> ::::: ANNUAL SAL> :::::::::: RETIREMENT    INFORMA*
* CNTY CD FACT CDE CO.  ACCOUNT             CENTER      CON MAT NUMBER  OPT REQ *
* ::::: : ::.:  :  :::: ::::::::::::::::::  :::::::::::: :   :  :::::::  :::::: *
*                                                                               *
* FIRST ADDRESS          SECOND ADDRESS        CITY            ST   ZIP   TIME  *
* ::::::::::::::::::::  ::::::::::::::::::  ::::::::::::::   ::  :::::  ::::: *
* FIT WH >  :::::::      NCTAX WH >  ::::::::                                   *
* FEDERAL  STATE  FEDER STATE FEDERAL N.C.TAX EIC  AUTOMATIC DEPOSIT INFORMATION*
* STA ALL STA ALL EXTRA EXTRA CHG ALW CHG ALW CDE  TRANSIT * ACCOUNT NUMBER TYPE*
*  :  ::   :  ::  ::::: ::::: N-NO> : N-NO> : :::  :::::::: ::::::::::::     :: *
* CURRENT       MISC  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT*
* PAY    :::::::DED>  :::  ::::   :::  ::::   :::  ::::   :::  ::::   :::  :::: *
*         TO DISPLAY ADDITIONAL MISC DED OR SPLIT BUDGET CODES KEY M  DOB        *
* SPLIT BUDGET INFORMATION **********     DISAB/ELIG>                ::/::/:::: *
*  BUDGET CODE    CO.  ACCOUNT             CENTER         RT   AMOUNT   PT      *
*   :::::        ::::  ::::::::::::::::::  ::::::::::::            :    ::::::  *
*   :::::        ::::  ::::::::::::::::::  ::::::::::::            :    ::::::  *
* MORE DED/SPLITS(M)>>   NEXT SOC SEC NO>> ___ __ ____       SCREEN(Y,O)>>  __   *
*::::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::: *
*********************************************************************************
```

INQUIRE ADDITIONAL MISC DEDUCTION OR SPLIT BUDGET CODES

```
********************************************************************************
* IMS   XX/XX/XXXX 10  OSC CENTRAL PAYROLL - INQ  COMPLETE EMPLOYEE MASTER     *
*                  ADDITIONAL MISC DEDUCTION OR SPLIT BUDGET CODES              *
*                                                                              *
* SOCIAL SECURITY NO>  :::::::::     UNIT NO>  :::   CYCLE> :                  *
*                                                                              *
*     MISC DEDUCTION INFORMATION                                               *
* CDE  AMOUNT     CDE  AMOUNT     CDE  AMOUNT     CDE  AMOUNT     CDE  AMOUNT  *
* :::  :::::      :::  :::::      :::  :::::      :::  :::::      :::  :::::   *
* :::   :::::      :::  :::::      :::  :::::      :::  :::::      :::  :::::   *
* ::   :::::      :::  :::::      :::  :::::      :::  :::::      :::  :::::   *
*                                                                              *
* SPLIT BUDGET INFORMATION**********                                           *
*   BUDGET CODE     CO.  ACCOUNT            CENTER        RT     AMOUNT    PT  *
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     ::::::::::::   *
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     ::::::::::::   *
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     ::::::::::     *
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     ::::::::::::  ::*
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     :::::::::  ::  *
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     :::::::::  ::  *
*      :::::        ::::  ::::::::::::::::::  ::::::::::::: ::     ::::::::: ::   *
*      :::::        ::::  :::::::::::::::::: ::::::::::::  ::     ::::::::::::    *
*                          NEXT SSN> ___ __ ____                               *
* ::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

EMPLOYEE Y-T-D (PAGE 1)

```
********************************************************************************
* IMS  XX/XX/XXXX 35   OSC CENTRAL PAYROLL - EMPLOYEE Y-T-D          PAGE 1    *
*                                                                              *
*                                                                              *
* SOC SEC NUM   FIRST NAME   MI  LAST          POSIT    BUDGT  PRINT? (D/W/B)  *
* ::: :: ::::   ::::::::::   :   ::::::::::::  :::::   :::::  ALIEN? (Y/N)    *
*  COMPANY  ::::  ACCOUNT>  ::::::::::::::::::  CENTER>  ::::::::::::          *
*                                                                              *
* UNIT  :::  CYCLE  :                 DEFER                FEDERAL    EARNED..*
*   LAST PAYROLL          SALARY      HOSP                 TAX W-H   INCOME CR*
* NO :::  DATE ::/::/::  ::::::::     :::::      :::::::     ::::::     :::::::*
*                                                                              *
*  N.C.      TAX DEFER     UNITED     HOSPITAL    GROSS FOR     GROSS FOR       *
* TAX W-H    RETIRE        FUND      INS. DED    FED TAX       N C  TAX        *
*   ::::::      ::::::     :::::        :::::       :::::::        :::::        *
*                                                              GROSS FOR   TAX W-H*
* RETIRE   GROSS PAY   RETIREMENT                               OASDI/     OASDI/ *
* GROUP     SUBJECT    DEDUCTION                                HI/MQFE    HI/MQFE*
* :::::     :::::::     :::::::           :::::      :::::   :::::::      ::::: *
*                                         :::::      :::::   :::::::      ::::: *
*                                                                              *
*                                         :::::      :::::   :::::::      ::::: *
* NEXT SS NO>> ___ __ ____              KEY:  MASTER=(M),  PAGE=(2,3)  >> __    *
* ::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

EMPLOYEE Y-T-D (PAGE 2)

```
*********************************************************************************
* IMS  XX/XX/XXXX 35 OSC CENTRAL PAYROLL - EMPLOYEE Y-T-D             PAGE 2     *
*                          ADDITIONAL INFORMATION                               *
*                                                                               *
* SOC SEC NUM   FIRST NAME   MI  LAST              UNIT   CYCLE                 *
* ::: :: ::::   :::::::::    :   ::::::::::::::::   :::     :                   *
*                                                                               *
*  SUPP RET    DEPENDENT         DEFERRED       401-K    TAX SHELTER   PERQ NOT  *
*  EMP MTCH     CARE FSA           COMP          PLAN     ANNUITY      SUBJECT   *
*    ::::::      :::::::          :::::::       :::::       :::::::     :::::::  *
*                                                                               *
*    HEALTH     AMER DENT      EXEC AUTO     EXEC LIFE     EDUCATION    TELEPHONE*
*   CARE FSA     CARE FSA      EXPENSE       EXPENSE       EXPENSE     REIMBURSE *
*    :::::::     ::::::::      ::::::::      ::::::::      ::::::::     :::::::: *
*                                                                               *
*   NON TAX      TAXABLE     NATIONAL    CLOTHING    BCBS DENT    UNUM AD&D     *
*   MOVE EXP     MOVE EXP     GUARD      ALLOWANCE    CARE FSA     CARE FSA     *
*     ::::::      :::::::     ::::::      ::::::::    ::::::::     :::::::::     *
*                                                                               *
*   NON TAX      NON TAX     SEVERANCE      DISABILITY             VISION       *
*  PARK #94     PARK #98   NOT-SUBJ-SWT    NOT-SUBJ-SWT           CARE FSA     *
*   ::::::::    ::::::::   ::::::::::::    ::::::::::::           ::::::::     *
*                                                                               *
* NEXT SS NO>>  ___ __ ____       KEY:  MASTER=(M),  PAGE=(1,3) >> __           *
* ::::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::: *
*********************************************************************************
```

EMPLOYEE Y-T-D (PAGE 3)

```
*********************************************************************************
* IMS  XX/XX/XXXX 35  OSC CENTRAL PAYROLL - EMPLOYEE Y-T-D           PAGE  3    *
*                                                                               *
*                                                                               *
*  SOC SEC NUM  FIRST NAME  MI LAST           UNIT                              *
*  ::: :: ::::  ::::::::::  :  ::::::::::::  :::                               *
*                                                                               *
*                                                                               *
*     TOTAL GROSS        REGULAR      LONGEVITY          OTHER          SHIFT   *
*      ::::::::         ::::::::       ::::::::       ::::::::       ::::::::   *
*                                                                               *
*                                                                               *
*                       OVERTIME       STRAIGHT        HOLIDAY        ON-CALL   *
*                       ::::::::       ::::::::       ::::::::       ::::::::   *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*   NEXT SS NO>> ::: :: ::::      KEY:  MASTER=(M),  PAGE=(1,2) >>  _           *
::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::::*
*********************************************************************************
```

NQUIRE ONE-TIME EARNINGS

```
*******************************************************************************
* IMS  XX/XX/XXXX 48  OSC CENTRAL PAYROLL          INQUIRE ONE-TIME EARNINGS    *
*                                                                               *
*                                                                 RET C>: M>:*
* SOCIAL SECURITY NO>  ::: :: ::::   UNIT NO>  :::   CYCLE>  :    P/R NO>  :::  *
* LNAME>  ::::::::::::::::  FIRST>  ::::::::::  MI>  :  POSITION>  :::::     *
* BUDGET CODE> ::::: CO.> :::: ACCOUNT> :::::::::::::::::: CENTER> :::::::::: *
* PR END DATE.  ::/::/:: D/S CODE>  :    EXEMPTS> ::::::::    TIME> ::::      *
* REGULAR  LONGEVITY     OTHER   SHFT     OVERTIME   STRAIGHT  HOLIDAY  ON CALL *
*  ::::::     ::::::    ::::::  ::::::     :::::::     ::::::  :::::      ::::: *
* GROSS PAY  FED W/H      EIC   NC W/H      RETIRE    MISC DEDS    NET PAY      *
*  ::::::      ::::     :::::  : ::::::     ::::::      ::::::      ::::::      *
*      GROSS        TAX W-H         PAY PDS>   ::       RET GROSS> :::::::      *
* OASDI/HI/MQFE    OASDI/HI/MQFE    CAN CODE>  ::: AUTOMATIC DEPOSIT INFORMATION*
*         :::::            :::::    SEQ NUM      TRANSIT *  ACCOUNT NUMBER  TYPE*
*         :::::            :::::    ::::::::     :::::::::  :::::::::::::::: :: *
*         :::::            :::::    P/C REF> :    HOSP REF> :                   *
* BUDGET  CODE     CO.  ACCOUNT              CENTER        RT    AMOUNT   PT    *
*  :::::   ::::  ::::   ::::::::::::::::::   ::::::::::::    :    ::::::    ::  *
*             :::::   ::::        ::::::::::::::::::   :::::::::::: :     ::::::*
* MISC  CDE   AMOUNT   CDE   AMOUNT   CDE   AMOUNT   CDE   AMOUNT   CDE   AMOUNT*
* DED>  :::    ::::    :::    ::::    :::    ::::    :::    ::::    :::    :::: *
*                        NEXT SSN> ___ __ ____    NEXT SCREEN(M-MENU,E-MASTER)> _ *
* ::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*******************************************************************************
```

INQUIRE FIRST BOND SCREEN

```
*******************************************************************************
* IMS  XX/XX/XXXX 18 OSC CENTRAL PAYROLL - INQ BOND MASTER                     *
*                                                                              *
*OWNER:                                      SOCIAL SECURITY NO>>   ::: :: :::: *
*     SOC SEC NO>>  ::: :: ::::              LAST NAME--------->>   :::::::::: *
*     FIRST NAME>>  ::::::::::               BOND CODE--------->>   :::         *
*     MID INIT-->>  :                        DEDUCTION AMOUNT-->>   ::::::.::    *
*     LAST NAME->>  ::::::::::::             END BALANCE------->>   ::::::.::    *
*     ADDRESS--->>  ::::::::::::::::::       DELETE COUNT------>>   ::          *
*     ADDRESS--->>  ::::::::::::::::::                                         *
*     CITY------>>  ::::::::::::::::::                                         *
*     STATE----->>  ::      ZIP--->>  :::::                                    *
*                                                                              *
*CO-OWNER/BENEFICIARY:                                                         *
*     CODE------>>  :::              (OR=CO-OWNER, POD=BENEFICIARY)            *
*     SOC SEC NO>>  ::: :: ::::                                                *
*     FIRST NAME>>  ::::::::::::::::                                           *
*     MID INIT-->>  :                                                          *
*     LAST NAME->>  ::::::::::::::::                                           *
*                                                                              *
*     ADJUST AMT>>  :::::::.::                                                 *
*     REFUND AMT>>   ::::::.::                                                 *
*                                       TERMINATE BOND>>  :                    *
*     NEXT SOCIAL SECURITY NO>>  ___ __ ____                                   *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*******************************************************************************
```

INQUIRE SECOND BOND SCREEN

```
*******************************************************************************
* IMS  XX/XX/XXXX 18 OSC CENTRAL PAYROLL - INQ BOND MASTER                     *
*                                                                              *
*OWNER:                                    SOCIAL SECURITY NO>>   ::: :: :::: *
*     SOC SEC NO>>  ::: :: ::::            LAST NAME--------->>   :::::::::: *
*     FIRST NAME>>  ::::::::::             BOND CODE--------->>   :::         *
*     MID INIT-->>  :                      DEDUCTION AMOUNT-->>   ::::::.::    *
*     LAST NAME->>  ::::::::::             END BALANCE------->>   ::::::.::    *
*     ADDRESS--->>  ::::::::::::::::::     DELETE COUNT------>>   ::          *
*     ADDRESS--->>  ::::::::::::::::::                                        *
*     CITY------>>  ::::::::::::::::::                                        *
*     STATE----->>  ::      ZIP--->>  :::::                                   *
*                                                                              *
*CO-OWNER/BENEFICIARY:                                                         *
*     CODE------>>  :::             (OR=CO-OWNER, POD=BENEFICIARY)            *
*     SOC SEC NO>>  ::: :: ::::                                               *
*     FIRST NAME>>  ::::::::::::::::                                          *
*     MID INIT-->>  :                                                         *
*     LAST NAME->>  ::::::::::::::::                                          *
*                                                                              *
*     ADJUST AMT>>  :::::::.::                                                *
*     REFUND AMT>>   ::::::.::                                                *
*                                      TERMINATE BOND>>  :                     *
*     NEXT SOCIAL SECURITY NO>>  ___ __ ____                                  *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*******************************************************************************
```

TELEPHONE STOP ORDERS

If an employee should not receive the direct deposit, he/she is removed from direct deposit for the period in a process called “Stop Order”. A stop order cancels the direct deposit and prevents pay from being deposited into the employee’s financial account for that particular pay period. A stop order does not cancel the direct deposit authorization. If an agency fails to cancel a direct deposit during the Stop Order period, the agency must secure a refund from the employee for the overpayment.

1.	Using Special Payroll Menu Selection Number>> “03” Required Keys: C Payroll number G Check Number (7 digit number beginning with a “D” plus Direct Deposit Number and enough zeros to ensure 7 numbers)
2.	Press Enter.
3.	The check number and payroll number information is obtained from the registers or from X/PTR.
4.	Enter End Payroll Date.
5.	Enter “U” for Update.
6.	Verify total page for confirmation of stop order.
7.	Pull deposit slips before issuing to employee as an employee does not receive any pay.

DIRECT DEPOSITS

Direct Deposit is an electronic transfer of an employee’s funds into the employee’s financial account of his choice. This replaces the employees paycheck with a “Notice of Deposit” to inform the employee of the transfer.

A voided check from the employee with his personal deposit information is used as authorization. This form must be signed and dated. Only those employees' that are paid on the Monthly, Short Term Disability, and Law Allowance payrolls can be direct deposited.

Routing Numbers from the banks need to be verified for accuracy. This is the first set of numbers on the left at the bottom of the deposit slips.

1.	From the Main Menu Selection >> "06" Function Code>> "A" Required keys: B Unit Number
2.	Press Enter.

AUTOMATIC DEPOSIT CHANGES

```
********************************************************************************
* IMS  XX/XX/XXXX 25 OSC CENTRAL PAYROLL - ADD AUTO DEPOSIT TRANSACTIONS       *
* UNIT>>  :::                                                                  *
*SOC SEC NO.  NAM  BANK ID * ACCOUNT NUMBER    TYPE F  -----ERROR MESSAGES-----*
*___ __ ____  ___  _________ ________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ ________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ ________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ ________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ ________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ ________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ ________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ ________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ ________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ ________________  ___ _  ::::::::::::::::::::::::*
*  MASTER SOC SEC NO>> ___ __ ____    NEXT UNIT>>  ___                          *
*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

1.	Key: Social security number First 3 letters of the last name Bank ID number Account number
2.	Type: 22 checking account 32 savings account
3.	Press Enter. **<u>Be very careful, the wrong information could mean the employee will not get their money!</u>** If the error message indicates an invalid bank ID#, it may be that the bank has never been set up on the payroll master file. Before the deadline fax a copy of the bank information, including the routing number to Tina Kelly. The fax # is (919) 981-5570. Call to confirm receipt of the fax.
4.	After you have entered the information, if a message appears, correct accordingly.

RETIREMENT CODES

A recap of the different retirement codes and their relationship to RETIREMENT, OASDI, HI, FIT AND NC TAX:

RET CODE	RETIREMENT SYSTEM	SOCIAL SECURITY OASDI 6.2%	HI 1.45%	FEDERAL TAX	NC TAX
1	LEO/POA	X	X	X	X
3	T&SE	X	X	X	X
4	T&SE			X	X
5	NO RETIREMENT	X	X	X	X
6	NO RETIREMENT			X	X
7	NO RETIREMENT				
8	T&SE				X
9	JUDICIAL	X	X	X	X
A	OPTIONAL - TIAA	X	X	X	X
B	OPTIONAL - TIAA			X	X
C	OPTIONAL - TIAA				X
D	NO RETIREMENT-S.T DIS	X	X	X	X
E	NO RETIREMENT-S.T.DIS			X	X
F	NO RETIREMENT-MQFE		X	X	X
G	T&SE-MQFE		X	X	X
H	OPTIONAL-TIAA-MQFE		X	X	X
J	NO RETIREMENT-PSERVCON	X	X	X	X
K	OPTIONAL-LNLI	X	X	X	X
L	OPTIONAL-LNLI-MQFE		X	X	X
M	OPTIONAL-LNLI			X	X
N	OPTIONAL-LNLI				X
R	OPTIONAL-VALIC	X	X	X	X
S	OPTIONAL-VALIC-MQFE		X	X	X
T	OPTIONAL-VALIC			X	X
U	OPTIONAL-VALIC				X
V	OPTIONAL-FIDI	X	X	X	X
W	OPTIONAL-FIDI-MQFE		X	X	X
X	OPTIONAL-FIDI			X	X
Y	OPTIONAL-FIDI				X

University employees have up to sixty days to make their selection for the optional retirement carrier. Under this uncertain situation, no retirement should be deducted until the employee has selected their carrier. Therefore, it is recommended that retirement code “5” be used. Once the selection has been made, back retirement can be taken using the CHANGE CODES (agret & curet). If unsure about the use of these two codes, please contact our office.

CHANGE CODES TO BE USED TO UPDATE EMPLOYEE MASTER RECORDS

CHANGE CODE	DESCRIPTION
ACCNT	This change code is used to enter the account information. Account will begin with the Object data. The first 2 positions of Account (TYPE ACCOUNT), will be preloaded with "53" as the change is saved on the database. The basic format on this screen is 18 positions. If there is a split, a change has to be made on split screen. Under normal condition will pull from personnel if available on PMHIS (Personnel Management Information System).
AGRET	This change code is used to insert a predetermined amount into retirement (1 - 7 positions). The amount used for "AGRET" must be 6% of the retirement wages subject amount entered for "CURET". Use of "AGRET" will disable the system calculation and accept the amount entered. This code must be used with the change code "CURET". **Note:** In order for the change code "AGRET" to be accepted by the system, the change code "CURET" must first be used to enter the amount of the retirement wage adjustment.
AGRHI AGROA AGRMQ	These change codes are used to insert a predetermined amount into FICA (1 - 9 positions). The percentage figures listed below must be used to multiply the wages subject adjustment amounts used for "CURHI", "CUROA" and "CURMQ" in determining the amounts to use for "AGRHI", "AGROA" and "AGRMQ". The wages subject adjustment codes "CURHI", "CUROA" and "CURMQ" must be entered into the change screen before it will accept the "AGRHI" "AGROA" and "AGRMQ" change codes. The use of the three change codes will disable the system calculation and accept the amounts entered. HI = 1.45% OASDI = 6.20% MQFE = 1.45% Use of this code will disable the system calculation and accept the amount entered.
BANK	Enter a "D" to delete auto deposit information. This can not be reversed.
BOND	Use this change code to change bond master information. An automatic transfer to the bond master screen will be initiated. This change code cannot be used at the same time as the "SPLIT" change code. YOU MUST HAVE A VALID SOCIAL SECURITY NUMBER BEFORE HAVING A BOND.

1.	If a "300" code is being changed from a zero deduction amount, the "SPLIT" change code cannot be used. An automatic transfer to the bond screen will be initiated.
2.	A first or second bond code cannot be used, if one already exist, with an amount other than zero. If the existing bond has a zero deduction amount, the new bond code will be deleted. The bond master information will be moved to the new bond in the same series.

3.	If a bond deduction code is changed to zero an automatic transfer to the bond master screen will be initiated. A bond can be deleted by entering "U" for update and "T" for terminate on the bond screen. By putting the "T" in the Terminate Bond space a refund will be automatically issued for any ending balance after three months.

BUDCD Enter a valid budget code for unit (5 positions). If there is a split, a change has to be made on the split screen. Under normal condition will pull from personnel if available on PMHIS (Personnel Management Information System).

CENTR This code will be used to enter the Center information. The basic format for the Center is 12 positions. If there is a split, a change has to be made on split screen. Under normal condition will pull from personnel if available on PMHIS (Personnel Management Information System).

CNTY Enter work county (5 positions). It will be validated using a county code table. Under normal condition will pull from personnel if available on PMHIS (Personnel Management Information System).

CMPNY This code will be used to enter the Company name. The basic format for the Company is 4 position. Agencies not converting to DBS will have "XXXX" in the company number. If there is a split, a change has to be made on the split screen. Under normal condition will pull from personnel if available on PMHIS(Personnel Management Information System).

CURET This change code is used to insert a predetermined amount into the current gross for retirement (1 - 7 positions). Change code "AGRET" must also be entered. Use of this code will disable the system calculation and accept the amount entered.

CURHI
CUROA
CURMQ These change codes are used to insert a predetermined amount in the current gross for FICA (1 - 9 positions). Change codes "AGRHI", "AGROA" or "AGRMQ" must also be entered. If health insurance is deferred and has been deducted from the gross FICA wages, it must be deducted before calculating the amounts to be used for the current gross wages subject. Percentages will be calculated on this total. Use of these codes will disable the system calculation and accept the amount entered.

DEDUCTION CODE CHANGE

A deduction code is keyed instead of a change code. The code can be added, changed or deleted.

1.	The deduction code must exist on the Units' master control file.
2.	The amount must be numeric and not longer than 7 positions.
3.	There can be no more than 20 deductions for an employee.
4.	The combined deferred deduction codes cannot be greater than 85% of the current gross pay. These codes are: 001-004, 094, 098 200-249 400-451
5.	To delete a health insurance deduction (codes 400-438 and 800-838) enter "DEL"

6.	If a deduction code and amount are valid, a miscellaneous deduction segment will be added or changed. A 400, 401, 403, 405, 406, 407, 410, 411, 412, 415, 416, 417, 420, 421, 422, 425, 426, 427, 430, 431, 432, 435, 436, 437 the corresponding 800's deduction codes with an amount equal to zero is valid.
7.	Only one of the 400 codes and corresponding 800 codes can be active at any given time. To make a change from one code to another the existing code must first be deleted then the new code can be added. (This does not apply to the prepaid health insurance codes.)

DOB Enter date of birth (8 positions). MM/DD/YYYY. Under normal condition will pull from personnel if available on PMHIS (Personnel Management Information System).

EIC Earned Income Credit code (1 position).
Employees may claim Earned Income Credit without a qualifying child on their tax return, however a qualifying child is required to receive advanced EIC payments through the payroll system (see back page of EIC W-5 Form Item #1).

1.	To change an employee receiving the EIC to not receiving EIC use EIC = blank.
2.	If employee is only eligible for one-half of the EIC use EIC = 1. (This situation usually results when the other spouse claims one-half of the EIC.)
3.	If an employee is eligible for the full EIC use EIC = 2.

ESC Unemployment identification code. Enter ESC code (1 position).

1.	Code 1 - employees reportable for unemployment tax purposes.
2.	Code 2 - employees not reportable for unemployment tax purposes (elected officials, district attorneys, magistrates, members of the judiciary system, chaplains, students, the national guard and inmates).

EXTRA One line will be used to change the federal and/or state extra tax amount. To change both federal and state amounts, enter the federal amount first (5 positions) followed by the state amount (5 positions) separating the two amounts with a comma. To change the federal amount only, enter the amount followed by a comma. To change the state amount only, enter a comma followed by the amount. Only whole dollar amounts can be used for either the federal or state extra tax.

LNAME Enter a last name (1 -18 positions), ending with a comma.

For example: DOE,

Under normal condition will pull from personnel if available on PMHIS (Personnel Management Information System).

MATCH Changes the retirement plan code used for the employer matching amount. It must be used with change code "RETCD"

NAME An employee's full name will be entered using 2 lines.

For example: John,A,
Doe,

Line 1: Must have the change code, first name (1 - 12 positions), and middle initial (1 position). A comma must separate the first name and the middle initial and also

end the middle initial. If there is no middle initial, there must be 2 commas in a row.

Line 2: The change code must be blank. The last name (1 -18 positions) must be ended with a comma. There must be a first and last name. Under normal condition will pull from personnel if available on PMHIS (Personnel Management Information System).

PAY

1.	Enter the current gross pay (1 - 7 position). A student who is changed to a zero gross pay will not be inactivated (changed to cycle code 3). A budget code will have to be entered for a non-repeating pay with a unit different from the master.
2.	If the following calculation is not true an operator's "warning" message will be displayed, but processing will not be stopped **Pay for Monthly Rate** Annual Salary / Rate Code Factor = Monthly Rate Monthly Rate / Number of work days and scheduled holidays in the current month X Number of days for which pay is due **Pay for Hourly Rate** Pay = Hourly Rate X hours worked
3.	The current gross pay cannot be corrected on the change screen if there are active budgets splits. A switch to the split screen will be required.
4.	Inactivating an employee or deleting a non-repeating pay: 1. Change the current pay to zero. 2. This type of change cannot be reversed automatically. To reverse, the operator can select the "A" (Add Screen) option for the next screen and reactivate the employee. 3. Other change codes cannot be entered. 4. If a non-repeating cycle is being processed and the one-time indicator at the bottom of the screen is a "Y", the record will be deleted from the file. 5. If a repeating cycle is being processed the employees cycle will be changed to a "3".
5.	All records can be deleted by entering a pay with zero amount. Any other changes will create an error.

PERID Enter the number of pay periods (1 - 2 positions).

POSIT Enter position number (1 - 5 position). Under normal condition will pull from personnel if available on PMHIS (Personnel Management Information System).

PRINT This change code is used by the agency to print duplicate copies of an employee's Direct Deposit form of W-2 statement for an agencies active employee's. The field size used by this change code for the NEW DATA is two digits.

FIRST DIGIT SECOND DIGIT

D – Direct Deposit Form	0 – Most recent form
W – W-2 Form	1 – Form for one period back
B – Both Forms	2 – Form for two periods back
	3 – Forms for all three periods

EXAMPLES

CHANGE CODE	NEW DATA	RESULTS
PRINT	D0	Prints most recent deposit
PRINT	D1	Prints deposit one month before most recent
PRINT	D2	Prints deposit two months before most recent
PRINT	D3	Prints most recent and one and two months back

RATCD Enter the rate code and rate factor on one line.
The same formula used for "PAY" will be used here.

Rate Code Factor

12 MO - 1 120	6 MO - 1 060	1 1/2 MO - 1 015
11 MO - 1 110	5 MO - 1 050	SEMI-MO - 2 240
10 MO - 1 100	4 MO - 1 040	Hourly - 5 010
9 MO - 1 090	3 MO - 1 030	
8 MO - 1 080	2 MO - 1 020	
7 MO - 1 070	1 MO - 1 010	

RETCD Changes the retirement plan code for the 6% employee payroll deduction amount. It must be used with the change code "MATCH".

RETNO Enter retirement number (1 - 7 Positions). Leave blank to clear. The number will be filled with zeroes to the left.

SALRY Must be numeric and no longer than 9 positions. The same formula used for "PAY" will be used here. Under normal condition will pull from personnel if available on PMHIS (Personnel Management Information System).

SEX Enter sex M (male) or F (female) (1 position). Under normal condition will pull from personnel if available on PMHIS (Personnel Management Information System).

SPLIT Use this change code to change split budget information, current pay and retirement code. Under normal condition will pull from personnel if available on PMHIS(Personnel Management Information System). This change code cannot be used at the same time as the "BOND" change code. To reach the split screen "Enter" must be hit twice. The major budget code, company, account, center and retirement code must match one of the split codes.

TAX One Line will be used to change Federal and/or State exemptions. Both exemptions do not have to be entered. If Federal information is not to be changed, a comma must be entered in the first position. If only Federal information is to be changed, the comma will be followed by spaces. A change will not be allowed if the changed allowed fields are set

to “NO” on the employee’s master. Any changes made to Taxes will result in the Extra Taxes being set back to 0000,0000.

Federal Information:
M - designates Married
S - designates Single
(2 places for the number of exemptions)

State Information:
M - designates Married
S - designates Single
H - designates Head of Household
(2 places for the number of exemptions)

TIME Enter the time worked (1-6 positions with 3 decimals).

XFLAG To set the DISAB/ELIG flag on the employee’s master file for wage exemption. For NC TAXABLE WAGES enter “Y”. To remove this flag enter “N”. This flag is set for employees on short-term disability who had five years of vested service on August 12, 1989. The short-term disability payments for employees who meet this eligibility requirement are excluded from NC Tax.

PAYROLL CONTROL TOTALS-FAX (919) 981-5570

UNIT NAME PAYROLL DATE

PAYROLL TYPE	CYCLE	P/R #	GROSS PAY	DEDUCTIONS
MONTHLY	A			
SPECIAL BONUS	I			
PREMIUM	M			
LONGEVITY	O			
MONTHLY TOTAL	**A**			
SHORT TERM DISABILITY	D			
LAW ALLOWANCE	V			
TEMPORARY SOLUTION	B			
TEMPORARY	C			
SEMI MONTHLY	E			
TEMPORARY NURSES	F			
MONTHLY TEMPORARY	G			
SUPPLEMENTAL	J			
STUDENT	K			
PERSONAL SERVICE CONT	N			
SUMMER SCHOOL	P			
NATIONAL GUARD	Y			
EMPLOYEE SUGGESTIONS	Q			
SPECIAL CHECKS- (MAX TAX)	Q			
REWRITE	S			
REWRITE	S			
SEVERENCE PAY	S			
BACK PAY AWARDS	S			
MOVING EXPENSE	S			
SPECIAL CHECKS- (REG TAX)	S			
CANCELLATION	H		( )	( )
CANCELLATION	H		( )	( )
CANCELLATION	H		( )	( )
DEF DED REF CODE _____	H			
DEF DED REF CODE _____	H			
DEF DED REF CODE _____	H			
DED REF (OSC only) CD_____	H			
DED REF (OSC only) CD_____	H			
DED REF (OSC only) CD_____	H			
NET PC REFUND	H		( )	( )
NET PC REFUND	H		( )	( )
NET PC REFUND	H		( )	( )
GROSS PC REFUND	H		( )	( )
GROSS PC REFUND	H		( )	( )
GROSS PC REFUND	H		( )	( )
TAX REFUND	H		RETIREMENT	
	H		SOCIAL SECURITY	
	H		FEDERAL TAX	
	H		STATE TAX	

PAYROLL CYCLES

		REPEATING		NON-REPEATING
A		Monthly	H	Negative Special
	I *	Bonus (NR)	Q	Special
	M *	Premium (NR)	S	Re-Write
	O *	Longevity (NR)		
C		Temporary		GROSS PAY RESET TO ZERO
D		Short Term Disability		
E		Semi-Monthly	B	Temporary Solutions
J **		Supplemental	F	Temporary Nurses
P		Summer School	G	Monthly Temporary
V		Law Allowance	K	Students
			N	Personal Service Contract
			Y	National Guard

* The cycles I, M and O are non-repeating payrolls. These payrolls are shown under the cycle "A" because these cycles are added to the cycle "A" as splits and paid as a single lump sum amount.

** The cycle "J" is a non-repeating cycle. It is shown under the repeating payrolls because of its functional relationship with the cycle "A".

PAY TYPE ILLUSTRATIONS

Pay types consist of a two-digit field. The first digit identifies the type of pay. The second digit identifies the action to be taken.

FIRST DIGIT

R = Regular
L = Longevity
E = Other
F = Shift
O = Overtime
T = Straight Time
H = Holiday
C = OnCall

SECOND DIGIT

* = This digit can only be use with "R" as the first digit. The purpose is to allow your agency to create a split using the original employees non-split line and another pay amount that will go away after the payroll has been processed. Please see illustration number one listed below under repeating payrolls.

X = The action of this digit is to allow the agency to create a split that will remain and not be reset. The "X" will be used for the second digit of the employee's original non-split pay amount. The second, third and etc lines Will also use an "X" for the second digit.

Z = The action of this digit is to remove items identified by this letter, after the payroll has been processed.

DATA USED FOR ILLUSTRATIVE PURPOSES

```
*********************************************************************************
EMPLOYEE GROSS PAY (ORIGINAL - before any split operation)  $1,000.00
First other pay split item                                              100.00
Second other pay split item                                  200.00
Shift pay item                                               300.00
Overtime pay item                                            400.00
*********************************************************************************
```

REPEATING PAYROLL ILLUSTRATIONS
CYCLES (A-I, M, O-, C, D, E, J, P and V)

ILLUSTRATION ONE

The employee is to be paid their regular salary amount of $1,000 plus a one time payment of $300 for shift pay and $400 for overtime pay on the "A" cycle payroll, without using the premium pay screen. The PAY TYPES would be as follows:

Current Pay	1,700.00		
		PT	(PAY TYPE)
Employee Gross	1,000.00	R*	
Shift Pay	300.00	FZ	
Overtime	400.00	OZ	

WHAT HAPPENS

After the monthly payroll has been processed, the system will note that there is a "Z" in the second digit of the pay type indicator. The "Z" indicates that the split lines for the shift pay and overtime pay should be discarded. The amounts of $300 and $400 will be backed out of the Currant Pay amount. The "R*" is also noted by the system and the $1,000 is reset back as a non-split item in the amount of $1,000. Only the $1,000 item will appear on the next month's payroll transmittal.

Note: No agency intervention is required the next month.

ILLUSTRATION TWO

The employee is to be paid their regular salary amount of $1,000 plus two other pay amounts of $100 and $200. These amounts are to be paid to this employee over several months. This situation requires that the payment will be set up as a split, which will endure over several months. The PAY TYPES would be as follows:

Current Pay	$1,300.00		
		PT	(PAY TYPE)
Employee Gross	1,000.00	RX	
First Split Item	100.00	RX	
Second Split Item	200.00	RX	

WHAT HAPPENS?

After the monthly payroll has been processed, the system will note that there is an "X" in the second digit of the pay type indicator. The "X" indicator tells the system that all of the split lines are to remain until they are manually reset by the agency. The split will appear on the next months "A" cycle transmittal exactly as it appears above.

ILLUSTRATION THREE

The employee is to be paid on a one-time basis the $300 shift pay and the $400 overtime pay. In addition the employee is to receive over several months their regular salary amount of $1,000 plus the first and second split amounts of $100 and $200 respectively. The PAY TYPES are as follows:

Current Pay	2,000.00		
		PT	(PAY TYPE)
Gross Pay	1,000.00	RX	
Shift Pay	300.00	FZ	
Overtime Pay	400.00	OZ	
First Split Item	100.00	RX	
Second Split Item	200.00	RX	

WHAT HAPPENS?

The system will recognize the “Z” in the second digit of the pay type. The shift and overtime split items will be automatically deleted. The Shift pay amount of $300 and the Overtime pay amount of $400 will be subtracted from the $2,000 Current Pay amount so that the new Current Pay amount will be $1,300. The system will recognize the “X” in the second digit of the pay type and keep these split lines on the transmittal for the next month, or until changed manually.

NON-REPEATING PAYROLLS AND PAYROLLS WITH GROSS PAY RESET TO ZERO

CYCLES (H, Q and S) CYCLES (B, F, G, K, N and Y)

The Non-Repeating payroll cycles go away after the payroll has been processed. The format of the Pay Type for these cycles will be (?Z), where the “?” can be any of the FIRST DIGIT Pay Types. The cycles for Payrolls with Gross Pay Reset To Zero have their splits deleted and their Gross Pay set to zero after the payrolls are processed. The Pay Type for these cycles will also be (?Z), where the “?” can be any of the FIRST DIGIT Pay Types.

ILLUSTRATION ONE

A net or gross PC Refund is being entered using the “H” cycle. Under either situation the amount of the Gross Pay is $1,000. It is assumed that this amount is for the employee’s regular salary. The PAY TYPE used is as follows:

		PT	(PAY TYPE)
Gross Pay	1,000.00	RZ	

The FIRST DIGIT of the Pay Type could be any of the codes used in the Pay Type Table, depending on the source of wages. The SECOND DIGIT of the Pay Type ***MUST BE a “Z”***.

WHAT HAPPENS?

After the payroll is processed the “H” cycle goes away.

ILLUSTRATION TWO

The employee is paid for $1,000 on the “Q” cycle. The payment is considered regular wages. The Pay Type used is as follows:

		PT	(PAY TYPE)
Gross Pay	1,000.00	RZ	

Note: If the Gross pay had been for Longevity the Pay Type would have shown “LZ”.

WHAT HAPPENS?

Since this is a “Q” cycle, the pay goes away after the payroll is processed.

ILLUSTRATION THREE

The employee receives a payment of $1,000, which is considered regular wages under one subhead. The employee is paid an additional regular wages of $100, under a different subhead. This split payment is made on the “Q” cycle. Since this is a split situation, the Pay Types will be entered in the split section of the “Q” cycle screen. The Pay Type would be entered into the Pay Type field above the split line, if there were only one item. The PAY TYPES are as follows:

Current Pay	1,100.00		
		PT	(PAY TYPE)
Gross Pay	1,000.00	RZ	
Split item	100.00	RZ	

WHAT HAPPENS?

The information is shown as a split on the Payroll Register.
The record goes away after the payroll is processed because it is a “Q” cycle.

REMINDER: The illustrations shown on the “Q” cycle could just as well have been shown on the “S” cycle. The reason that the “Q” cycle was used instead of the “S” cycle is that it was assumed that the employee had already received one payment for the month. Therefore, the supplemental tax structure would apply.

ILLUSTRATION FOUR

For this illustration, the student is being paid on the “K” cycle. The “K” is one of the payrolls that drops the split information and changes the Gross Pay back to zero, after the payrolls are processed. The employee is being paid regular wages of $1,000 plus split payments of $100 and $200 under different subheads. Due to an unusual situation, the student qualifies for both a $300 Shift Pay and a $400 Overtime payment.

Current Pay	2,000.00		
		PT	(PAY TYPE)
Gross Pay	1,000.00	RZ	
First Split	100.00	RZ	
Second Split	200.00	RZ	
Shift	300.00	FZ	
Overtime	400.00	OZ	

WHAT HAPPENS?

The student is paid on the "K" cycle. The split information appears on the Payroll Register for that month. After the payroll is processed, the splits are dropped and the pay is reset to zero.

EMPLOYEE Y-T-D SCREEN (PAGE 3) PAY TYPE WAGE ADJUSTMENTS

Although an employee's year-to-date wages can not be adjusted, the year-to-date wage totals, which appear in the eight PAY TYPE categories, can be adjusted by your agency. Listed below are the adjustment instructions.

1.	From the SYSTEM MAIN MENU SCREEN (#00), select option "10".
2.	Press Enter. The SPECIAL FUNCTION MENU SCREEN (#38) will appear.
3.	From the SPECIAL MENU SCREEN (#38), select option "04".
4.	Supply the information for the REQUIRED KEYS (A and E).
5.	Press ENTER. The Y-T-D PAY TYPE CORRECTION SCREEN (#35) will appear as shown below. EMPLOYEE Y-T-D PAY TYPE CORRECTIONS ********** * IMS XX/XX/XXXX 35 OSC CENTRAL PAYROLL - EMPLOYEE Y-T-D * * ** PAY TYPE CORRECTIONS ** * * * * * * SOC SEC NUM FIRST NAME MI LAST UNIT * * ::: :: :::: :::::::::: : :::::::::::: ::: * * * * * * TOTAL GROSS REGULAR LONGEVITY OTHER SHIFT * * :::::::: :::::::: :::::::: :::::::: :::::::: * * * * * * OVERTIME STRAIGHT HOLIDAY ON-CALL * * :::::::: :::::::: :::::::: :::::::: * * * * * * * * * * ** OVER TYPE THE AMOUNT WITH THE CORRECT VALUE ** * * * * ** PAY TYPE MUST "CROSS-FOOT" WITH TOTAL GROSS ** * * * * * * NEXT SS NO>> ::: :: :::: KEY: UPDATE=(U), DISREGARD=(X) > U * ::::::::::::::::::::::::::**OPERATOR MESSAGE**::::::::::::::::::::::::::::::::::* **********
6.	Make changes and press Enter if correct. Otherwise change the "U" to "X".

SCREENS

```
********************************************************************************
*  IS CONNECTED TO THE NORTH CAROLINA STATE NETWORK --                         *
*                                                                              *
*                                                                              *
*                   -- HELP:  (919) 872-8841  /  1-800-722-3946 --             *
*                                                                              *
*    UNAUTHORIZED OR PERSONAL USE OF COMPUTER INFORMATION AND/OR EQUIPMENT     *
*                     IS A VIOLATION OF STATE AND FEDERAL LAWS.                *
*                                                                              *
*                                                                              *
* APPLICATION:                                                                 *
********************************************************************************


********************************************************************************
*   /SIGN COMMAND REQUIRED FOR IMS IMST                                        *
*                                                                              *
* DATE:  XX/XX/XX       TIME  XX:XX:XX                                         *
*                                                                              *
* NODE NAME:  XXXXX                                                           *
*                                                                              *
* USERID: _______                                                              *
*                                                                              *
* PASSWORD:  ______                                                            *
*                                                                              *
* USER DESCRIPTION:                                                            *
* GROUP NAME:                                                                  *
* NEW PASSWORD: ______                                                         *
*                                                                              *
* OUTPUT SECURITY AVAILABLE                                                    *
********************************************************************************


********************************************************************************
*        NO INPUT MESSAGE CREATED                                              *
*                                                                              *
*                                                                              *
********************************************************************************
```

ANNOUNCEMENTS

```
********************************************************************************
* IMS  XX/XX/XXXX  01 OSC CENTRAL PAYROLL - ANNOUNCEMENTS                      *
*                                                                              *
*                                                                              *
*                                                                              *
* FREQUENTLY MONITOR THE OSC WEBSITE FOR ANY CENTRAL PAYROLL UPDATES?CHANGES   *
*                                                                              *
********************************************************************************
```

MAIN MENU

```
*******************************************************************************
*IMS   XX/XX/XXXX 00  OSC CENTRAL PAYROLL - SYSTEM MAIN MENU                   *
* ACCESS CODE>> ______      SCREEN SELECTION NUMBERS          REQUIRED KEYS    *
*                          00 -ANNOUNCEMENTS                 (ENTER BELOW)    *
*  SELECTION NO>> __       01- TRANSMITTAL MASTER UPDATE     A B C D G        *
*                          02- TRANSMITTAL TOTAL DISPLAY     B C D E          *
*  PMIS SWITCH OPTIONS     03- COMPLETE EMPLOYEE MASTER      A                *
*  PF1- FORM BY UNIT B     04- EMP MASTER NAME SEARCH        I (OPTIONAL B J K)*
*  PF2- FORM BY SSN  A     05  CHANGE EMPLOYEE ADDRESS       A                *
*  PF3- EMP HISTORY  A     06- EMPLOYEE AUTO DEPOSIT DATA    B                *
*  PF4- LAST FORM          07- CHANGE EMPLOYEE SS NO         A                *
* FORM APPROVAL OPTIONS    08- EMPLOYEE YTD DISPLAY          A                *
*  PF5- LAST FORM          09- BATCH TOTALS                  B C D G          *
*  PF6- ALL FORMS          10- SPECIAL FUNCTION MENU         (NO KEYS REQUIRED)*
*                          11- MASTER CONTROL FILE MENU      (NO KEYS REQUIRED)*
* ENTER KEYS BELOW         12- BONDS                         A                *
*                          13- WEIGHTED PREMIUM PAYROLL MENU (NO KEYS REQUIRED)*
* FUNCTION CODE>>__   (A-ADD, C-CHANGE, D-DELETE, I-INQUIRY)                   *
* A- SOC SEC NO>> ___ __ ____  B- UNIT CODE >>  ___  C- CYCLE CODE>>  __       *
* D- P/R NUMBER>>  ___         E- TRSMTL PAGE>> _______                        *
* G- BATCH NUM>>   ___         NAME (MAY KEY PART OR ALL)                      *
* I- LAST>> ________________ J- FIRST>> ________________K- INITIAL>> __        *
*:::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::*
*******************************************************************************
```

SPECIAL FUNCTION MENU

```
*******************************************************************************
*IMS   XX/XX/XXXX 38 OSC CENTRAL PAYROLL - SPECIAL FUNCTION MENU               *
*                                                                             *
*                        SCREEN SELECTION NUMBERS           REQUIRED KEYS     *
*                                                           (ENTER BELOW)     *
*SELECTION NO>>  __     01- STUDENT P/R UPDATE              A B C  OR  A C E *
*                       02- REWRITES + REFUNDS              A C E F          *
*                       03- CANCELLATIONS                   C G              *
*                       04- Y-T-D PAY TYPE CORRECTIONS      A E              *
*                                                                             *
*ENTER REQUIRED KEYS                                                          *
*A- UNIT CODE>> ____     B- PAGE NO>>  _________  C- P/R NO>>  ___            *
*E- SOCIAL SECURITY NO>>  ___ __ ____           F- CYCLE>> __                 *
*G- CHECK NO>>  _________                                                     *
*:::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::*
*******************************************************************************
```

WEIGHTED PREMIUM PAYROLL MENU

```
*******************************************************************************
*IMS  XX/XX/XXXX 49  OSC CENTRAL PAYROLL - WEIGHTED PREMIUM MENU              *
*                                                                             *
*                        SCREEN SELECTION NUMBERS           REQUIRED KEYS     *
*                                                           (ENTER BELOW)     *
*  SELECTION>> ___   01- PREMIUM P/R UPDATE  (MULTI-SHIFT)  A B C D (E)       *
*                    02- PREMIUM P/R ADDS    (MULTI-SHIFT)  A B C D (E)       *
*                    03- PREMIUM TOTALS                     A B  (D)(E)       *
*                    04- PREMIUM P/R VIEW/UPDATE            A B C D (E)       *
*                                                                             *
*ENTER REQUIRED KEYS                                                          *
*A- UNIT CODE>> ___      B- P/R NO>> ___      C- SSN>>  ___ __ ____           *
*D- BATCH NO>>  ___      E- SUB-BATCH>> ___                                   *
*:::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::*
*******************************************************************************
```

MASTER CONTROL

```
*********************************************************************************
*IMS  XX/XX/XXXX 60 OSC CENTRAL PAYROLL -  MASTER CONTROL FILE MENU             *
*                                                                               *
*                         SCREEN SELECTION NUMBERS            REQUIRED KEYS     *
*                                                             (ENTER BELOW)     *
*SELECTION NO>>  __       1- BUDGET CODE SCREEN                 A D             *
*                         2- MISC DEDUCTION SCREEN              B               *
*                         3- AUTO DEPOSIT BANKS                 C               *
*                         4  ANNOUNCEMENTS                                      *
*                         5                                                     *
*                         6                                                     *
*                         7                                                     *
*                         8                                                     *
*                                                                               *
*FUNCTION CODE>> _    (A-ADD, C-CHANGE, D-DELETE, I-INQUIRY)                   *
*. . . . . . . . . . . . . . . . KEYS TO BE ENTERED . . . . . . . . . . . . . . .*
*                                                                               *
* A- BUDGET CODE     >> _____              D- UNIT CODE >> __                   *
* B- DEDUCTION CODE  >> ___                                                     *
* C- AUTO DEP BANK ID>> _____________                                           *
*::::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*********************************************************************************
```

INQUIRE COMPLETE EMPLOYEE MASTER

```
*********************************************************************************
* IMS  XX/XX/XXXX 10  OSC CENTRAL PAYROLL - INQ COMPLETE EMPLOYEE MASTER        *
* SOCIAL SECURITY NO> ::: :: :::: UNIT> ::: CYCLE> : P/R NO> ::: OLD UNIT> :::  *
* LNAME> :::::::::::::::::: FIRST :::::::::::  MI> :  POSITION#>  :::::  SEX> : *
*                                                                               *
* WORK R-A-T-E ESC BUDGET CD> ::::: ANNUAL SAL> :::::::::: RETIREMENT    INFORMA*
* CNTY CD FACT CDE CO.  ACCOUNT             CENTER      CON MAT NUMBER  OPT REQ *
* ::::: : ::.:  :  :::: ::::::::::::::::::  :::::::::::: :   :  :::::::  :::::: *
*                                                                               *
* FIRST ADDRESS          SECOND ADDRESS        CITY            ST   ZIP   TIME  *
* ::::::::::::::::::::::  ::::::::::::::::::::  ::::::::::::::   ::  :::::  ::::: *
* FIT WH >  :::::::      NCTAX WH >  ::::::::                                   *
* FEDERAL  STATE  FEDER STATE FEDERAL N.C.TAX EIC  AUTOMATIC DEPOSIT INFORMATION*
* STA ALL STA ALL EXTRA EXTRA CHG ALW CHG ALW CDE  TRANSIT * ACCOUNT NUMBER TYPE*
*  :  ::   :  ::  ::::: ::::: N-NO> : N-NO> : :::  :::::::: ::::::::::::     :: *
* CURRENT       MISC  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT*
* PAY    :::::::DED>  :::  ::::   :::  ::::   :::  ::::   :::  ::::   :::  :::: *
*         TO DISPLAY ADDITIONAL MISC DED OR SPLIT BUDGET CODES KEY M  DOB        *
* SPLIT BUDGET INFORMATION **********     DISAB/ELIG>               ::/::/:::: *
*  BUDGET CODE    CO.  ACCOUNT             CENTER         RT   AMOUNT   PT      *
*   :::::        ::::  ::::::::::::::::::  ::::::::::::            :    ::::::  *
*   :::::        ::::  ::::::::::::::::::  ::::::::::::            :    ::::::  *
* MORE DED/SPLITS(M)>>   NEXT SOC SEC NO>> ___ __ ____       SCREEN(Y,O)>>  __   *
*::::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*********************************************************************************
```

INQUIRE ADDITIONAL MISC DEDUCTION OR SPLIT BUDGET CODES

```
********************************************************************************
* IMS   XX/XX/XXXX 10  OSC CENTRAL PAYROLL - INQ  COMPLETE EMPLOYEE MASTER      *
*                   ADDITIONAL MISC DEDUCTION OR SPLIT BUDGET CODES             *
*                                                                              *
* SOCIAL SECURITY NO>  :::::::::     UNIT NO>  :::   CYCLE> :                  *
*                                                                              *
*     MISC DEDUCTION INFORMATION                                               *
* CDE  AMOUNT     CDE  AMOUNT     CDE  AMOUNT     CDE  AMOUNT     CDE  AMOUNT  *
* :::  :::::      :::  :::::      :::  :::::      :::  :::::      :::  :::::   *
* :::   :::::      :::  :::::      :::  :::::      :::  :::::      :::  :::::   *
* ::   :::::      :::  :::::      :::  :::::      :::  :::::      :::  :::::   *
*                                                                              *
* SPLIT BUDGET INFORMATION**********                                           *
*   BUDGET CODE     CO.  ACCOUNT            CENTER        RT     AMOUNT    PT  *
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     ::::::::::::   *
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     ::::::::::::   *
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     :::::::::: ::  *
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     ::::::::::  ::  *
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     ::::::::::  ::  *
*      :::::        :::: ::::::::::::::::::  ::::::::::::  ::     ::::::::::  ::  *
*      :::::        ::::    ::::::::::::::::  :::::::::::: ::     :::::::::: ::  *
*      :::::        ::::    :::::::::::::::: ::::::::::::  ::     ::::::::::::   *
*                         NEXT SSN> ___ __ ____                                *
* ::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

EMPLOYEE Y-T-D (PAGE 1)

```
********************************************************************************
* IMS  XX/XX/XXXX 35   OSC CENTRAL PAYROLL - EMPLOYEE Y-T-D           PAGE 1    *
*                                                                              *
*                                                                              *
* SOC SEC NUM   FIRST NAME   MI  LAST          POSIT    BUDGT  PRINT? (D/W/B)   *
* ::: :: ::::   ::::::::::   :   ::::::::::::  :::::   :::::  ALIEN? (Y/N)     *
*  COMPANY  ::::  ACCOUNT>  ::::::::::::::::::  CENTER>  ::::::::::::           *
*                                                                              *
* UNIT  :::  CYCLE  :                 DEFER                FEDERAL    EARNED..*
*   LAST PAYROLL          SALARY      HOSP                 TAX W-H   INCOME CR*
* NO :::  DATE ::/::/::  ::::::::     :::::      :::::::     ::::::     ::::::::*
*                                                                              *
*  N.C.      TAX DEFER     UNITED     HOSPITAL    GROSS FOR     GROSS FOR       *
* TAX W-H    RETIRE        FUND      INS. DED    FED TAX       N C  TAX        *
*   ::::::      ::::::     :::::        :::::       :::::::        :::::        *
*                                                              GROSS FOR   TAX W-H*
* RETIRE   GROSS PAY   RETIREMENT                               OASDI/     OASDI/ *
* GROUP     SUBJECT    DEDUCTION                                HI/MQFE    HI/MQFE*
* :::::     :::::::     :::::::            :::::      :::::   :::::::     ::::: *
*                                          :::::      :::::   :::::::     ::::: *
*                                                                              *
*                                          :::::      :::::   :::::::     ::::: *
* NEXT SS NO>> ___ __ ____              KEY: MASTER=(M),  PAGE=(2,3) >>__       *
* ::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

EMPLOYEE Y-T-D (PAGE 2)

```
********************************************************************************
* IMS  XX/XX/XXXX 35 OSC CENTRAL PAYROLL - EMPLOYEE Y-T-D            PAGE 2    *
*                          ADDITIONAL INFORMATION                              *
*                                                                              *
* SOC SEC NUM   FIRST NAME   MI  LAST              UNIT   CYCLE                *
* ::: :: ::::   :::::::::    :   ::::::::::::::::   :::     :                  *
*                                                                              *
*  SUPP RET    DEPENDENT         DEFERRED       401-K    TAX SHELTER   PERQ NOT *
*  EMP MTCH     CARE FSA           COMP          PLAN     ANNUITY      SUBJECT  *
*    ::::::      :::::::           :::::::       :::::       :::::::     ::::::: *
*                                                                              *
*    HEALTH     AMER DENT      EXEC AUTO     EXEC LIFE     EDUCATION   TELEPHONE*
*   CARE FSA     CARE FSA      EXPENSE       EXPENSE       EXPENSE     REIMBURSE*
*    :::::::     ::::::::      ::::::::      ::::::::      ::::::::     ::::::::*
*                                                                              *
*   NON TAX      TAXABLE     NATIONAL    CLOTHING    BCBS DENT    UNUM AD&D     *
*   MOVE EXP     MOVE EXP     GUARD      ALLOWANCE    CARE FSA     CARE FSA     *
*     ::::::      :::::::     ::::::      ::::::::    ::::::::     :::::::::    *
*                                                                              *
*   NON TAX      NON TAX     SEVERANCE      DISABILITY             VISION       *
*  PARK #94     PARK #98   NOT-SUBJ-SWT    NOT-SUBJ-SWT           CARE FSA     *
*   ::::::::    ::::::::   ::::::::::::    ::::::::::::           ::::::::     *
*                                                                              *
* NEXT SS NO>>  ___ __ ____       KEY:  MASTER=(M),  PAGE=(1,3) >> __          *
* ::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::*
********************************************************************************
```

EMPLOYEE Y-T-D (PAGE 3)

```
********************************************************************************
* IMS  XX/XX/XXXX 35  OSC CENTRAL PAYROLL - EMPLOYEE Y-T-D          PAGE  3    *
*                                                                              *
*                                                                              *
*  SOC SEC NUM  FIRST NAME  MI LAST           UNIT                             *
*  ::: :: ::::  ::::::::::  :  ::::::::::::  :::                              *
*                                                                              *
*                                                                              *
*     TOTAL GROSS        REGULAR      LONGEVITY          OTHER          SHIFT  *
*      ::::::::         ::::::::       ::::::::       ::::::::       ::::::::  *
*                                                                              *
*                                                                              *
*                       OVERTIME       STRAIGHT        HOLIDAY        ON-CALL  *
*                       ::::::::       ::::::::       ::::::::       ::::::::  *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*   NEXT SS NO>> ::: :: ::::      KEY:  MASTER=(M),  PAGE=(1,2) >>  _          *
::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::::*
********************************************************************************
```

EMPLOYEE Y-T-D PAY TYPE CORRECTIONS

```
********************************************************************************
* IMS  XX/XX/XXXX 35  OSC CENTRAL PAYROLL - EMPLOYEE Y-T-D                     *
*                        ** PAY TYPE CORRECTIONS **                            *
*                                                                              *
*                                                                              *
*  SOC SEC NUM  FIRST NAME  MI LAST           UNIT                             *
*  ::: :: ::::  ::::::::::  :  ::::::::::::  :::                               *
*                                                                              *
*                                                                              *
*     TOTAL GROSS        REGULAR      LONGEVITY          OTHER          SHIFT  *
*      ::::::::         ::::::::       ::::::::       ::::::::       ::::::::  *
*                                                                              *
*                                                                              *
*                       OVERTIME       STRAIGHT        HOLIDAY        ON-CALL  *
*                       ::::::::       ::::::::       ::::::::       ::::::::  *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*             ** OVER TYPE THE AMOUNT WITH THE CORRECT VALUE **                *
*                                                                              *
*             ** PAY TYPE MUST "CROSS-FOOT" WITH TOTAL GROSS **                *
*                                                                              *
*                                                                              *
*   NEXT SS NO>> ::: :: ::::      KEY: UPDATE=(U), DISREGARD=(X) >  U          *
::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::::*
```

INQUIRE ONE-TIME EARNINGS

```
********************************************************************************
* IMS  XX/XX/XXXX 48  OSC CENTRAL PAYROLL     INQUIRE ONE-TIME EARNINGS         *
*                                                                              *
*                                                                 RET C>: M>:*
* SOCIAL SECURITY NO>  ::: :: ::::   UNIT NO>  :::   CYCLE>  :    P/R NO>  :::  *
* LNAME>  ::::::::::::::::::  FIRST>  ::::::::::  MI>  :  POSITION>  :::::     *
* BUDGET CODE> ::::: CO.> :::: ACCOUNT> :::::::::::::::::: CENTER> :::::::::::: *
* PR END DATE.  ::/::/:: D/S CODE>  :    EXEMPTS> ::::::::    TIME> ::::       *
* REGULAR  LONGEVITY     OTHER   SHFT     OVERTIME   STRAIGHT  HOLIDAY  ON CALL *
*  ::::::     ::::::    ::::::  ::::::     ::::::     ::::::  :::::      ::::: *
* GROSS PAY  FED W/H      EIC   NC W/H      RETIRE    MISC DEDS    NET PAY      *
*  ::::::      ::::     :::::  : ::::::     ::::::      ::::::      ::::::      *
*      GROSS        TAX W-H         PAY PDS>   ::       RET GROSS> :::::::      *
* OASDI/HI/MQFE    OASDI/HI/MQFE    CAN CODE>  ::: AUTOMATIC DEPOSIT INFORMATION*
*         :::::            :::::    SEQ NUM      TRANSIT *  ACCOUNT NUMBER  TYPE*
*         :::::            :::::    ::::::::     ::::::::::  :::::::::::::::: :: *
*         :::::            :::::    P/C REF> :    HOSP REF> :                    *
* BUDGET  CODE     CO.  ACCOUNT              CENTER         RT    AMOUNT   PT   *
*  :::::   ::::  ::::   ::::::::::::::::::   ::::::::::::    :    ::::::    ::  *
*            :::::   ::::        ::::::::::::::::::   ::::::::::::: :     ::::::*
* MISC  CDE   AMOUNT   CDE   AMOUNT   CDE   AMOUNT   CDE   AMOUNT   CDE   AMOUNT*
* DED>  :::    ::::    :::    ::::    :::    ::::    :::    ::::    :::    :::: *
*                       NEXT SSN> ___ __ ____   NEXT SCREEN(M-MENU,E-MASTER)> _ *
* ::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

TRANSMITTAL UPDATE (CHANGE SCREEN)

```
*********************************************************************************
* IMS  XX/XX/XXXX 05 OSC CENTRAL PAYROLL - TRANSMITTAL UPDATE                   *
* SOC SEC NUM  LAST NAME          FIRST      INT  UNIT CYL PR NO BATCH PAGEL LINE*
* ::: :: ::::  ::::::::::::::::   ::::::::    :   :::  :    :::   :::  :::::: :::*
*  NUM  CHG CDE    NEW DATA                OLD DATA               MESSAGES       *
*  1    ______     ________________________ ::::::::::::::::::    :::::::::::: : *
*  2    ______     ________________________ ::::::::::::::::::    ::::::::::::   *
*  3    ______     ________________________ ::::::::::::::::::    ::::::::::::   *
*  4    ______     ________________________ ::::::::::::::::::    ::::::::::::   *
*  5    ______     ________________________ ::::::::::::::::::    ::::::::::::   *
*  6    ______     ________________________ ::::::::::::::::::    ::::::::::::   *
*  7    ______     ________________________ ::::::::::::::::::    ::::::::::::   *
*  8    ______     ________________________ ::::::::::::::::::    ::::::::::::   *
*  *NEXT SS NO>> ___ __ ____          ONE-TIME ENTRY>   _  NXT SCRN(T,A,B,S,O)> _  *
* PFKEY: 1=FORM BY SSN 3=EMP HIS 4=LAST FORM 5=APR LAST 6=APR ALL               *
* ENTER CHANGES OR NEXT SOCIAL SECURITY NO.                                     *
* ::::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::: *
*********************************************************************************
```

SPLIT SCREEN

```
*********************************************************************************
* IMS XX/XX/XXXX 22 OSC CENTRAL PAYROLL -  SPLIT BUDGETS                        *
*                                                                               *
* SOC SEC NO>>  ::: :: ::::  UNIT>> :::    CYCLE>>  :        P/R NO>>   :::     *
*                              MATCHING RETIRE>  :         BATCH NO>>  :::     *
*       BUDGET *************** SUBHEAD ****************** RETIRE GROSS          *
*       CODE  CO.   TY OBJ   AGY YR UNDEF.   FUND COST CTR CODE   PAY   PT DEL  *
*  :::: ::::: ::::  53 ::::                  :::: :::: :::::   :::::::  ::  :   *
*  :::: ::::: ::::  53 ::::                  :::: :::: :::::   :::::::  ::  :   *
*  :::: ::::: ::::  53 ::::                  :::: :::: :::::   :::::::  ::  :   *
*  :::: ::::: ::::  53 ::::                  :::: :::: :::::   :::::::  ::  :   *
*  :::: ::::: ::::  53 ::::                  :::: :::: ::::::::::::    : ::  :   *
*  :::: ::::: ::::  53 ::::                  :::: :::: ::::  :::::::    ::: :   *
*  :::: ::::: ::::  53 ::::                  :::: :::: :::: :::::::    :::  :   *
*  :::: ::::: ::::  53 ::::                  :::: :::: :::: :   ::::::: ::   :  *
*  :::: ::::: ::::  53 ::::                  :::: :::: :::::   :::::::  ::  :   *
*  :::: ::::: ::::  53 ::::                  :::: :::: :::::   :::::::  ::  :   *
* MAJOR BUDGT CO.   TY OBJ  AGY YR UNDEF.    FUND COST CTR          CURRENT     *
*       ::::: ::::  53 ::::                  :::: :::: ::::        GROSS PAY    *
*                              RETIRE CODE:  CON> : MAT> :         :::::::::    *
*                                                                               *
* PT: (2ND CHAR X=KEEP, Z=DROP)  RX/RZ=REGULAR: LX/LZ=LONGEVITY; EX/EZ=OTHER    *
*  TX/TZ=STRAIGHT; FX/FZ=SHIFT, HX/HZ=HOLIDAY; OX/OZ=OVERTIME, CX/CZ=ONCALL     *
* ::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*********************************************************************************
```

TOTAL SCREEN

```
*********************************************************************************
*IMS XX/XX/XXXX 08 OSC CENTRAL PAYROLL - TRANSMITTAL TOTAL DISPLAY               *
*                                                                               *
*      UNIT    CYCLE   P/R    TRANSMITTAL     PAGE NUM         TOTALS          *
*      NUM     CODE    NUM       START         ENDING         VERIFIED         *
*                                                                               *
*      :::      :      :::       :::::          :::::            _             *
*                                                                               *
* ------------- 10 PAGE TOTAL------------   -------------KEY TOTAL-------------*
*     SALARY       MISC. DED.     COUNT       SALARY      MISC. DED.     COUNT *
*                                                                               *
*    ::::::::        ::::::        :::       ::::::::      ::::::         :::  *
*                                                                               *
*  NEXT SCREEN SELECTION        CODES                                 CODES     *
*                                                                               *
*  VIEW CHANGES MADE              V         REWRITES/REFUNDS          R        *
*  TRANSMITTAL CHANGE             C         CANCELLATIONS             X        *
*  TRANSMITTAL TOTAL DISPLAY      T         STUDENT P/R               S        *
*  ADD COMPLETE MASTER            A         SPECIAL CYCLE ADDS        O        *
*                                                                               *
*KEY NEXT SCREEN SELECTION CODE>>  _        NEXT SS NUM>>  ___ __ ____         *
*                                                                               *
*KEY NEW UNIT>>  ___  CYCLE>>  _  P/R NUM>>  ___  PAGE>>  ______ BATCH NUM>> _ *
*    CHECK NO>>  _________                                                      *
*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*********************************************************************************
```

ADD COMPLETE EMPLOYEE MASTER

```
*********************************************************************************
* IMS  XX/XX/XXXX 12 OSC CENTRAL PAYROLL - ADD COMPLETE EMPLOYEE MASTER         *
*SS NO>> ::: :: :::: UNIT>> ::: CYCLE>> : P/R NO>> ::: PAGE NO>> :::::: - :::  *
*LNAME> :::::::::::::::::: FIRST :::::::::  MI> :  POSITION#>  ::::: BATCH> :::*
*                                                                               *
*WORK  R-A-T-E ESC BUDGET CD> ::::: ANNUAL SAL> ::::::::  RETIREMENT   INFORMA *
*CNTY  CD FACT CDE  CO.  ACCOUNT           CENTER       CON MAT NUMBER OPT REQ *
*_____  _ ___   _  ::::  53 ::::         :::: :::: ::::  _   _  :::::          *
*                                                                               *
*FIRST ADDRESS          SECOND ADDRESS        CITY            ST   ZIP  SEX> _ *
*_____________________  _____________________  _____________   __  _____ DOB   *
*                                                   DISAB/ELIG> :     __/__/____*
*                                                                               *
*FEDERAL  STATE  FEDER STATE  EIC  AUTOMATIC DEPOSIT INFORMATION   TIME        *
*STA ALL STA ALL EXTRA EXTRA  CDE  TRANSIT * ACCOUNT NUMBER TYPE   WORKED(3DEC)*
* _  __   _  __   ___   ___   __   :::::::: ::::::::::::::::: :     ______      *
*                                                                               *
*CURRENT        MISC CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT*
*PAY    _______ DED> ___  ____   ___  ____   ___  ____   ___  ____   ___  ____ *
*                    ___  ____   ___  ____   ___  ____   ___  ____   ___  ____ *
*                                                                               *
*UPDATE CODES(U,S,X)> _    NEXT SSN>> ___ __ ____ SCRN(C,T,B,O)>__              *
*PFKEY: 1=FORM BY UNIT 2=FORM BY SSN 3=EMP HIS 4=LAST FORM 5=APR LAST 6=APR ALL*
*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*********************************************************************************
```

TRANSMITTAL CHANGES (VIEW SCREEN)

```
********************************************************************************
* IMS  XX/XX/XXXX 02 OSC CENTRAL PAYROLL - TRANSMITTAL CHANGES (VIEW)          *
*UNIT>  :::   CYCLE>  :  P/R NO>  :::                                          *
*                                                                              *
*                                     DEDUCTION     CURRENT    ONE-     TRANSM*
*SOC SEC NO.   LAST NAME              CODE   AMOUNT    GROSS     TIME     PAGE *
*::: :: ::::   ::::::::::::::::::     :::   ::::::   :::::::      :     ::::::*
*::: :: ::::   ::::::::::::::::::     :::   ::::::   :::::::      :     ::::::*
*::: :: ::::   ::::::::::::::::::     :::   ::::::   :::::::      :     ::::::*
*::: :: ::::   ::::::::::::::::::     :::   ::::::   :::::::      :     ::::::*
*::: :: ::::   ::::::::::::::::::     :::   ::::::   :::::::      :     ::::::*
*::: :: ::::   ::::::::::::::::::     :::   ::::::   :::::::      :     ::::::*
*::: :: ::::   ::::::::::::::::::     :::   ::::::   :::::::      :     ::::::*
*::: :: ::::   ::::::::::::::::::     :::   ::::::   :::::::      :     ::::::*
*NEXT UNIT> ___ CYCLE> _ P/R NO> ___ PAGE> _____ SOC SEC NO> ___ __ ____      *
*NEXT SCREEN CODE (T,C,A,S)>> __       BATCH NO>  ____                        *
*::::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::*
********************************************************************************
```

NAME SEARCH

```
********************************************************************************
* IMS XX/XX/XXXX 15 OSC CENTRAL PAYROLL - EMPLOYEE MASTER NAME SEARCH           *
*                                                                              *
*SEARCH FIELDS                                                                 *
*LAST NAME>> _____________________ FIRST>>_____________MI>> _  UNIT>> ___      *
*  (KEY BESIDE NAME FOR MASTER DISPLAY SCREEN)                                 *
* *LAST NAME           FIRST       MI  SOC SEC NUM   UNIT  CYCLE  POSITION NO.*
*                                                                              *
*  :::::::::::::::::::: :::::::::::: :   ::: :: ::::    :::    :        :::::   *
*                                                                              *
*  :::::::::::::::::::: :::::::::::: :   ::: :: ::::    :::    :        :::::   *
*                                                                              *
*  :::::::::::::::::::: :::::::::::: :   ::: :: ::::    :::    :        :::::   *
*                                                                              *
*  :::::::::::::::::::: :::::::::::: :   ::: :: ::::    :::    :        :::::   *
*                                                                              *
*  :::::::::::::::::::: :::::::::::: :   ::: :: ::::    :::    :        :::::   *
*                                                                              *
*  :::::::::::::::::::: :::::::::::: :   ::: :: ::::    :::    :        :::::   *
*                                                                              *
*  :::::::::::::::::::: :::::::::::: :   ::: :: ::::    :::    :        :::::   *
*                                                                              *
*PRESS ENTER TO CONTINUE SEARCH OR KEY M TO RETURN TO SYSTEM MENU>> _           *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE:::::::::::::::::::::::::::::::*
********************************************************************************
```

FIRST BOND INQUIRE SCREEN

```
********************************************************************************
* IMS  XX/XX/XXXX 18 OSC CENTRAL PAYROLL - INQ BOND MASTER                     *
*                                                                              *
*OWNER:                                    SOCIAL SECURITY NO>>   ::: :: :::: *
*     SOC SEC NO>>  ::: :: ::::            LAST NAME--------->>   :::::::::::: *
*     FIRST NAME>>  ::::::::::::           BOND CODE--------->>   :::          *
*     MID INIT-->>  :                      DEDUCTION AMOUNT-->>   ::::::.::     *
*     LAST NAME->>  ::::::::::::           END BALANCE------->>   ::::::.::     *
*     ADDRESS--->>  ::::::::::::::::::     DELETE COUNT------>>   ::           *
*     ADDRESS--->>  ::::::::::::::::::                                         *
*     CITY------>>  ::::::::::::::::::                                         *
*     STATE----->>  ::      ZIP--->>  :::::                                    *
*                                                                              *
*CO-OWNER/BENEFICIARY:                                                         *
*     CODE------>>  :::             (OR=CO-OWNER, POD=BENEFICIARY)            *
*     SOC SEC NO>>  ::: :: ::::                                                *
*     FIRST NAME>>  ::::::::::::::::::                                         *
*     MID INIT-->>  :                                                          *
*     LAST NAME->>  ::::::::::::::::::                                         *
*                                                                              *
*     ADJUST AMT>>  :::::::.::                                                 *
*     REFUND AMT>>   :::::::.::                                                *
*                                       TERMINATE BOND>>  :                    *
*     NEXT SOCIAL SECURITY NO>>  ___ __ ____                                   *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

SECOND BOND INQUIRE SCREEN

```
********************************************************************************
* IMS  XX/XX/XXXX 18 OSC CENTRAL PAYROLL - INQ BOND MASTER                     *
*                                                                              *
*OWNER:                                    SOCIAL SECURITY NO>>   ::: :: :::: *
*     SOC SEC NO>>  ::: :: ::::            LAST NAME--------->>   :::::::::::: *
*     FIRST NAME>>  ::::::::::::           BOND CODE--------->>   :::          *
*     MID INIT-->>  :                      DEDUCTION AMOUNT-->>   ::::::.::     *
*     LAST NAME->>  ::::::::::::           END BALANCE------->>   ::::::.::     *
*     ADDRESS--->>  ::::::::::::::::::     DELETE COUNT------>>   ::           *
*     ADDRESS--->>  ::::::::::::::::::                                         *
*     CITY------>>  ::::::::::::::::::                                         *
*     STATE----->>  ::      ZIP--->>  :::::                                    *
*                                                                              *
*CO-OWNER/BENEFICIARY:                                                         *
*     CODE------>>  :::             (OR=CO-OWNER, POD=BENEFICIARY)            *
*     SOC SEC NO>>  ::: :: ::::                                                *
*     FIRST NAME>>  ::::::::::::::::::                                         *
*     MID INIT-->>  :                                                          *
*     LAST NAME->>  ::::::::::::::::::                                         *
*                                                                              *
*     ADJUST AMT>>  :::::::.::                                                 *
*     REFUND AMT>>   :::::::.::                                                *
*                                       TERMINATE BOND>>  :                    *
*     NEXT SOCIAL SECURITY NO>>  ___ __ ____                                   *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

FIRST BOND ADD SCREEN

```
*******************************************************************************
* IMS  XX/XX/XXXX 18 OSC CENTRAL PAYROLL - ADD BOND MASTER                     *
*                                                                              *
*OWNER:                                    SOCIAL SECURITY NO>>   ::: :: :::: *
*     SOC SEC NO>>  ___ __ ____            LAST NAME--------->>   :::::::::::: *
*     FIRST NAME>>  __________             BOND CODE--------->>   :::          *
*     MID INIT-->>  _                      DEDUCTION AMOUNT-->>   ::::::.::     *
*     LAST NAME->>  _____________          END BALANCE------->>   ::::::.::     *
*     ADDRESS--->>  ____________________   DELETE COUNT------>>   ::           *
*     ADDRESS--->>  ____________________                                       *
*     CITY------>>  ____________________                                       *
*     STATE----->>  __      ZIP--->>  _____                                    *
*                                                                              *
*                                                                              *
*CO-OWNER/BENEFICIARY:                                                         *
*     CODE------>>  ___              (OR=CO-OWNER, POD=BENEFICIARY)            *
*     SOC SEC NO>>  ___ __ ____                                                *
*     FIRST NAME>>__________________                                           *
*     MID INIT-->>  _                                                          *
*     LAST NAME->>  ___________________                                        *
*                                  TERMINATE BOND>>  __                        *
*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*******************************************************************************
```

SECOND BOND ADD SCREEN

```
*******************************************************************************
* IMS  XX/XX/XXXX 18 OSC CENTRAL PAYROLL - ADD BOND MASTER                     *
*                                                                              *
*OWNER:                                    SOCIAL SECURITY NO>>   ::: :: :::: *
*     SOC SEC NO>>  ___ __ ____            LAST NAME--------->>   :::::::::::: *
*     FIRST NAME>>  __________             BOND CODE--------->>   :::          *
*     MID INIT-->>  _                      DEDUCTION AMOUNT-->>   ::::::.::     *
*     LAST NAME->>  _____________          END BALANCE------->>   ::::::.::     *
*     ADDRESS--->>  ____________________   DELETE COUNT------>>   ::           *
*     ADDRESS--->>  ____________________                                       *
*     CITY------>>  ____________________                                       *
*     STATE----->>  __      ZIP--->>  _____                                    *
*                                                                              *
*                                                                              *
*CO-OWNER/BENEFICIARY:                                                         *
*     CODE------>>  ___              (OR=CO-OWNER, POD=BENEFICIARY)            *
*     SOC SEC NO>>  ___ __ ____                                                *
*     FIRST NAME>>  ___________________                                        *
*     MID INIT-->>  _                                                          *
*     LAST NAME->>  ___________________                                        *
*     U-UPDATE,X-DISREGARD>> __          TERMINATE BOND>>  __                  *
*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*******************************************************************************
```

CHANGE OF ADDRESS

```
********************************************************************************
* IMS  XX/XX/XXXX 20 OSC CENTRAL PAYROLL - CHANGE EMPLOYEE ADDRESS             *
*                                                                              *
*  SOC SEC NUM          EMPLOYEE NAME                      UNIT     CYCLE      *
*                                                                              *
*  ::: :: ::::          ::::::::::   :   ::::::::::::      :::       :        *
*                                                                              *
*    ADDRESS LINE 1>>_____________________________                             *
*                                                                              *
*    ADDRESS LINE 2>>_____________________________       WORK COUNTY>>  _________ *
*                                                                              *
*             CITY>>_____________________________                              *
*                                                                              *
*            STATE>>  ____ZIP  ______                                          *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*NEXT SS NO>>  ___ __ ____                                                     *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

AUTOMATIC DEPOSIT CHANGES

```
********************************************************************************
* IMS  XX/XX/XXXX 25 OSC CENTRAL PAYROLL - ADD AUTO DEPOSIT TRANSACTIONS       *
* UNIT>>  :::                                                                  *
*SOC SEC NO.  NAM  BANK ID * ACCOUNT NUMBER    TYPE F  -----ERROR MESSAGES-----*
*___ __ ____  ___  _________ _________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ _________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ _________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ _________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ _________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ _________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ _________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ _________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ _________________  ___ _  ::::::::::::::::::::::::*
*___ __ ____  ___  _________ _________________  ___ _  ::::::::::::::::::::::::*
*  MASTER SOC SEC NO>> ___ __ ____     NEXT UNIT>>  ___                         *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

STUDENT SCREEN

```
********************************************************************************
* IMS  XX/XX/XXXX 42 OSC CENTRAL PAYROLL - STUDENT PAYROLL                     *
*                                                                              *
*    UNIT>>  :::     P/R NO  :::     PAGE NO>>  :::::                          *
*BUDGET CODE> ::::: COMPANY> :::: ACCT> :::::::::::::::::: CENTR> :::::::::::: *
*POSIT   NAME AND SOCIAL SECURITY NO.   TIME   RATE   GROSS PAY    MESSAGES    *
*::::: :::::::::  :  ::::::::::::        ____   :::::   :::::::                *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::::        ____   :::::   :::::::                *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::::        ____   :::::   :::::::                *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::::        ____   :::::   :::::::                *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::::        ____   :::::   :::::::                *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::::        ____   :::::   :::::::                *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::::        ____   :::::   :::::::                *
*        ::: :: ::::                                                          *
*::::: :::::::::  :  ::::::::::::        ____   :::::   :::::::                *
*        ::: :: ::::                                                          *
*GROSS PAY VERIFIED (Y=YES, N=NO)> __                                          *
*NEXT SOC SEC NO>  ___ __ ____      PAGE> _____  SCREEN(C,T,M)> _ BATCH NUM __ *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

CHECK OR DEPOSIT CANCELLATION

```
********************************************************************************
* IMS  XX/XX/XXXX 45 OSC CENTRAL PAYROLL - CHECK OR DEPOSIT CANCELLATION       *
*                                                                              *
*CHECK OR DEPOSIT NO>>  :::::::  CANCEL P/R NO>>  :::   PAGE NO ::::::-:::     *
*                                                                              *
* * * * * * * * * * CANCELLED CHECK OR DEPOSIT INFORMATION  * * * * * * * * * *
*                                                                              *
*      SSN       FIRST NAME   INIT    LAST NAME          CHECK DATE     P/R NO *
*                                                                              *
*  ::: :: ::::   ::::::::::     :     ::::::::::::::    ::/::/::::       :::  *
*GROSS AMOUNT>  ::::::::::::           NET AMOUNT>  ::::::::::::               *
*                                                                              *
*BUD. CODE> :::::  CO.> ::::  ACCOUNT> ::::::::::::::::::  CENTER> ::::::::::::*
*                                                                              *
*    DEDN TOTAL                                                                *
*     :::::::::                                                                *
*                                                                              *
*PAYROLL END DATE> ___________                                                 *
*KEY U-UPDATE, X-DISREGARD, D-DELETE CANCELLATION>>  __                        *
*                                                                              *
*NEXT CHECK OR DEPOSIT NO>>  _________        P/R NO>>  ____       UNIT>>  ___   *
*NEXT SCREEN CODE (R,A,T)>>  __               SSN>>  ___ __ ____               *
*                                                                              *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

REWRITES/PC REFUNDS/ADJUSTMENTS

```
********************************************************************************
* IMS  XX/XX/XXXX 40 OSC CENTRAL PAYROLL - REWRITES/PC REFUNDS/ADJUSTMENTS     *
*                                                          PAGE> ::::: ::: *
*SOC-SEC-NO> ::: :: ::::   UNIT-NO> ::: CYCLE> :  P/R NO> ::: D/S/N CODE> _    *
*LNAME>  ::::::::::::::::  FIRST> :::::::::: MI> : POS-NO.> ::::: RET> : M> :*
*BUD-CD>  _____ CO> ::::  ACCT> 53 ::::        CTR> ::::::::::::     HES> :::  *
*GROSS-PAY PAY-TYPE  EXEMPT$ OASDI-GROSS RET-GROSS  HI-GROSS MQFE-GROSS     EIC*
* ________  __  _______  ________  _______  _______  _________              *
*  FED W-H  OASDI-WH   HI-WH   MQFE-WH   NC-WH    RETIRE    MISC-DED   NET-PAY *
* ______  _______ ______  ______    ______ _____     ______  ________  *
*SPLITS>  BUD-CD   CO.    ACCOUNT         CENTER          RT   AMOUNT PT     *
*         :::::   :::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*         :::::   :::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*         ::::::   ::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*         ::::::   ::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*         ::::::   ::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*         ::::::  :::: 53 ::::         :::: :::: ::::       :   ::::::  ::     *
*MISC  CDE  AMOUNT    CDE  AMOUNT    CDE  AMOUNT    CDE  AMOUNT    CDE  AMOUNT *
*DED>  ___   _____     ___   _____     ___   _____     ___   _____     ___   _____  *
*      ___   _____     ___   _____     ___   _____     ___   _____     ___   _____  *
*                                                                              *
*TYPE:  G=GROSS PC, N=NET PC, T=TAX, R=RET, D=DEF DED, E=EXEMPT ADJ>           *
*PAYROLL END DATE> _________ U-UPDATE, X-DISREGARD> _  HOSP REF(P,T)> _ SIGN> _*
*NEXT SSN> ___ __ ____   NEXT SCREEN(T,A,X)> _   CHECK/DEPOSIT NO>  _________ *
*::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

WEIGHTED PREMIUM (MS / CHGS

```
*********************************************************************************
* IMS  XX/XX/XXXX 52 OSC CENTRAL PAYROLL - WEIGHTED PREMIUM   (MS / CHGS)       *
*   UNIT>>  :::  P/R NO>>  :::    BATCH NO>>  ::::     SUB-BATCH>> ::::         *
*SOC SEC  NO     POSIT    FIRST NAME       INIT  LAST NAME          RETIREMENT *
*::: :: ::::     :::::    ::::::::::::      :    ::::::::::::::::::  CON  MAT  *
*       ::::: :::: ::::::LONGEVITY %  ::::                        : : _    _   *
*::::::::::  BUDGET CODE>> :::::                                               *
*        HOURS  RATE     PAY     ADJUSTMENT CO.  ACCOUNT            CENTER     *
* TOT : _______ ______ :::::::::: :::::::::: :::: ::::::::::::::::  ::::::::::*
*  5% : _______ :::::: :::::::::: __________ ____ ________________  __________*
* 10% : _______ :::::: :::::::::: __________ ____ ________________  __________*
* 15% : _______ :::::: :::::::::: __________ ____ ________________  __________*
* 20% : _______ :::::: :::::::::: __________ ____ ________________  __________*
* 25% : _______ :::::: :::::::::: __________ ____ ________________  __________*
* 30% : _______ :::::: :::::::::: __________ ____ ________________  __________*
*     ::::::::TOTAL SHIFT HRS                                                   *
* OT : _______ :::::: ::::::::::  __________ ____ ________________  __________*
* ST : _______ :::::: ::::::::::  __________ ____ ________________  __________*
* HO : _______ :::::: ::::::::::  __________ ____ ________________  __________*
* OC : _______ :::::: ::::::::::  __________ ____ ________________  __________*
*       :::::: TOTALS :::::::::  ::::::::::                                     *
*PAY VERIFIED (Y,N)>  _  USE 75% HOLIDAY HRS? (Y/N)                             *
*NEXT SSN> ___ __ ____     SCREEN(M,T,R)> _ BATCH NO> ___  SUB-BATCH>  __      *
*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*********************************************************************************
```

WEIGHTED PREMIUM ADD

```
*********************************************************************************
* IMS  XX/XX/XXXX 54 OSC CENTRAL PAYROLL - WEIGHTED PREMIUM   (MS / ADDS)       *
*   UNIT>>  :::  P/R NO>>  :::    BATCH NO>>  ::::     SUB-BATCH>> ::::         *
*SOC SEC  NO     POSIT    FIRST NAME       INIT  LAST NAME          RETIREMENT *
*::: :: ::::     :::::    ::::::::::::      :    ::::::::::::::::::  CON  MAT  *
*       ::::: :::: ::::::LONGEVITY %  ::::                        : : _    _   *
*::::::::::  BUDGET CODE>> :::::                                               *
*        HOURS  RATE     PAY     ADJUSTMENT CO.  ACCOUNT            CENTER     *
* TOT : _______ ______ :::::::::: :::::::::: :::: ::::::::::::::::  ::::::::::*
*  5% : _______ :::::: :::::::::: __________ ____ ________________  __________*
* 10% : _______ :::::: :::::::::: __________ ____ ________________  __________*
* 15% : _______ :::::: :::::::::: __________ ____ ________________  __________*
* 20% : _______ :::::: :::::::::: __________ ____ ________________  __________*
* 25% : _______ :::::: :::::::::: __________ ____ ________________  __________*
* 30% : _______ :::::: :::::::::: __________ ____ ________________  __________*
*     ::::::::TOTAL SHIFT HRS                                                   *
* OT : _______ :::::: ::::::::::  __________ ____ ________________  __________*
* ST : _______ :::::: ::::::::::  __________ ____ ________________  __________*
* HO : _______ :::::: ::::::::::  __________ ____ ________________  __________*
* OC : _______ :::::: ::::::::::  __________ ____ ________________  __________*
*       :::::: TOTALS :::::::::  ::::::::::                                     *
*PAY VERIFIED (Y,N)>  _  USE 75% HOLIDAY HRS? (Y/N)                             *
*NEXT SSN> ___ __ ____     SCREEN(M,T,N)> _ BATCH NO> ___  SUB-BATCH>  __      *
*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
*********************************************************************************
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WEIGHTED PREMIUM TOTAL

```
********************************************************************************
* IMS  XX/XX/XXXX 57 OSC CENTRAL PAYROLL - WEIGHTED PREMIUM (TOTALS)  BATCH    *
*      UNIT>> ::: PAYROLL NO>> :::   BATCH NO> :::                             *
*                                                                              *
*                          GROSS PAY          HOURS          *ADJUSTMENTS      *
* SHIFT    5%             _________        ______            __________       *
* SHIFT   10%             _________        ______            __________       *
*:SHIFT   15%             _________        ______            __________       *
*:SHIFT   20%             _________        ______            __________       *
*:SHIFT   25%             _________        ______            __________       *
*:SHIFT   30%             _________        ______            __________       *
*:::TOTAL SHIFT           _________        ______            __________       *
*                                                                              *
*:OVERTIME                _________        ______            __________       *
*:STRAIGHT                _________        ______            __________       *
*:HOLIDAY                 _________        ______            __________       *
* ON-CALL                 _________        ______            __________       *
*                           TOTAL PAY AND ADJUSTMENTS>>      __________       *
*                                                                              *
*NEXT SCREEN SELECTION CODE>> _  (T-UNIT/BATCH/SUB-BATCH,                      *
*                                 N-MULTI-SHIFT UPD,                           *
*                                 R-MULTI-SHIFT ADD, M-MENU)                   *
*NEXT UNIT CODE>>  ____       P/R NO>> ____         SSN>>  ___ __ ____        *
*      BATCH NO>>  ____       SUB-BATCH>>  _____                              *
*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
```

SUMMER SCHOOL

```
********************************************************************************
* IMS  XX/XX/XXXX 13 OSC CENTRAL PAYROLL - TRS COMPLETE EMPLOYEE MASTER        *
*SS NO>> ::: :: :::: UNIT NO>> ::: CYCLE>> _ P/R NO>> ::: PAGE NO>> :::::      *
*LNAME> :::::::::::::::::: FIRST :::::::::  MI> :  POSITION#>  ::::: BATCH> :::*
*                                                                              *
*WORK  R-A-T-E ESC BUDGET CD> ::::: ANNUAL SAL>    000   RETIREMENT    IN      *
*CNTY  CD FACT CDE  CO.  ACCOUNT         CENTER        CON MAT NUMBER  OPT REQ *
*_____  5 010   _  ____  53 ::::         ::::::::::::   :   :  ::::::      ::: *
*                                                                              *
*FIRST ADDRESS          SECOND ADDRESS        CITY            ST   ZIP  SEX> _ *
*_____________________  _____________________  _____________   __  _____ DOB   *
*                                                                     __/__/____*
*                                                                              *
*FEDERAL  STATE  FEDER STATE  EIC  AUTOMATIC DEPOSIT INFORMATION   TIME        *
*STA ALL STA ALL EXTRA EXTRA  CDE  TRANSIT * ACCOUNT NUMBER TYPE   WORKED(3DEC)*
* _  __   _  __   ____  ____  __   :::::::: ::::::::::::::::: :       0000     *
*                                                                              *
*                                                                              *
*CURRENT        MISC CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT  CDE AMOUNT*
*PAY    _______ DED> ___  _____  ___  _____  ___  _____  ___  _____  ___  _____ *
*                    ___  _____  ___  _____  ___  _____  ___  _____  ___  _____ *
*                                                                              *
*                                                                              *
*UPDATE CODES(U,S,X)> _    NEXT SSN> ___ __ ____ SCRN(C,T,B)>__                *
*PFKEY: 1=FORM BY UNIT 2=FORM BY SSN 3=EMP HIS 4=LAST FORM 5=APR LAST 6=APR ALL*
*::::::::::::::::::::::::::::::::OPERATOR MESSAGE::::::::::::::::::::::::::::::*
********************************************************************************
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